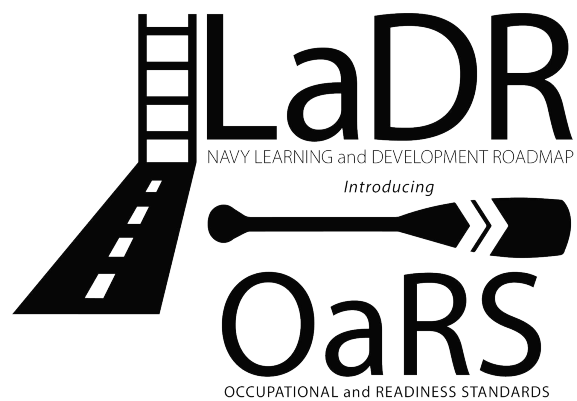


# Information Systems Technician (IT)

January 2022





## United States Navy Ethos

We are the United States Navy, our Nation's sea power - ready guardians of peace, victorious in war.

We are professional Sailors and Civilians - a diverse and agile force exemplifying the highest standards of service to our Nation, at home and abroad, at sea and ashore.

Integrity is the foundation of our conduct; respect for others is fundamental to our character; decisive leadership is crucial to our success.

We are a team, disciplined and well-prepared, committed to mission accomplishment. We do not waver in our dedication and accountability to our Shipmates and families.

We are patriots, forged by the Navy's core values of Honor, Courage and Commitment. In times of war and peace, our actions reflect our proud heritage and tradition.

We defend our Nation and prevail in the face of adversity with strength, determination, and dignity.

We are the United States Navy.



### The Sailor's Creed

I am a United States Sailor.

I will support and defend the Constitution of the United States of America and I will obey the orders of those appointed over me.

I represent the fighting spirit of the Navy and those who have gone before me to defend freedom and democracy around the world.

I proudly serve my country's Navy combat team with Honor, Courage, and Commitment.

I am committed to excellence and the fair treatment of all.

# CAREER ROADMAP

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## Seaman Recruit to Master Chief Roadmap

The educational roadmap below will assist Sailors in the Information Systems Technician community through the process of pursuing professional development and advanced education using various military and civilian resources e.g. PQS program; JST Joint Service Transcript; E-Learning; Navy College Network; etc. Successful leadership is the key to military readiness and will always require a high degree of technical skill, professional knowledge, and intellectual development.

## What is a Career Roadmap for Information Systems Technician?

Information Systems Technician roadmaps are just what the name implies - a roadmap through the Enlisted Learning and Development Continuum from Seaman Recruit through Master Chief. The principal focus is to standardize a program Navy wide by featuring the existing skills necessary to be successful in the Navy. The ultimate goal of a roadmap is to produce a functional and competent Sailor.

## What is the Enlisted Learning and Development Continuum?

Enlisted Learning and Development Continuum is the formal title given to the curriculum and process building on the foundation of Sailorization beginning in our Delayed Entry Program through Recruit Training Command and throughout your entire career. The continuum combines skill training, professional education, well-rounded assignments, and voluntary education. As you progress through your career, early-on skill training diminishes while professional military education gradually increases. Experience is the ever-present constant determining the rate at which a Sailor trades skill training for professional development.

## Do Sailors have to follow the Roadmap?

Yes. The Information Systems Technician roadmap includes the four areas encompassed by the Continuum in Professional Military Education to include; Navy Professional Military Education (NPME), Joint Professional Military Education (JPME), Leadership and Advanced Education.

Some training and education is mandatory (Recruit Training, IT "A" School at the Center For Information Warfare Training located in Pensacola, Florida, E-Learning, etc.). Some may be directed by your chain of command (Microsoft Excel and PowerPoint courses), and the remainder is voluntary (MNP, E-Learning, college courses, etc.). Sailors are advised to seek out mentors, including your Command Master Chief, Senior Enlisted Advisor, Leading Chief Petty Officer, Leading Petty Officer and Command Career Counselor, and to make use of your Navy College Virtual Education Center (VEC) or OCONUS Education Office's vast resources. All are uniquely qualified to help you along the way.

## Notes:



## IT CAREER PATH (IW/SW/AW/EXW)



Information Systems Technicians (IT.) ITs perform core and specialty functions of communications operations, message processing, network administration, and cybersecurity; secure, defend and preserve data, networks, net-centric capabilities, and other designated systems; implement security controls and defensive counter-measures; establish, monitor, and maintain Radio Frequency (RF) communications systems; perform spectrum management to support Joint, Fleet, and tactical communications; handle, store, and retrieve incoming and outgoing messages; build, configure, deploy, operate, and maintain information technology, networks and capabilities; perform network system administration, maintenance and training; manage, plan and coordinate unit-level Information Systems Security (ISS) and integration across platforms, fleets, and services; and ensure the proper security, handling, accounting, reporting, and control of Communications Security (COMSEC) materials, systems, and equipment.

YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO ADVANCE	COMMISSIONING OR OTHER SPECIAL PROGRAMS	SEA/SHORE FLOW	TYPICAL CAREER PATH DEVELOPMENT
26-30	ITCM	21.9 Yrs	CSEL	36/36	8 <sup>th</sup> Sea/Shore Tour Billet: CSEL, DLCPO Qual: SEA
23-26	ITCM ITCS	21.9 18.3	CSEL	36/36	7 <sup>th</sup> Sea/Shore Tour Billet: CSEL, DLCPO, Spectrum Mgr, KMI Mgr Duty: Ship/Afloat Staff, NCTAMS, NCTS, NIOC. Operational Shore Duty, Expeditionary Qual: IW, SW, AW, EXW, ATS, MTS, and SEA
20-23	ITCM ITCS ITC	21.9 Yrs 18.3 16.4	CWO, CSEL	36/36	6 <sup>th</sup> Sea/Shore Tour Billet: CSEL, DLCPO, ISSM, Spectrum Mgr, KMI Mgr Duty: Ship/Afloat Staff, TYCOM, NCTAMS, NCTS, CIWT, ATG, IWTG, CPT, NIOC, Expeditionary Qual: IW, SW, AW, EXW, ATS, MTS, JFTOCWO, SEA, and unit specific
16-20	ITCS ITC IT1	18.3 Yrs 16.4 7.6	CWO, OCS, MECP, CSEL, RTC, MACO	36/36	5 <sup>th</sup> Sea/Shore Tour Billet: DLCPO, LCPO, LPO, ISSM, Spectrum Mgr, KMI Mgr, Instructor Duty: Ship/Afloat Staff, TYCOM, NCTAMS, NCTS, CIWT, ATG, IWTG CPT, NIOC, Expeditionary Qual: IW, SW, AW, EXW, ATS, MTS, JFTOCWO, SEA, CSOOW and unit specific
12-16	ITCS ITC IT1	18.3 Yrs 16.4 7.6	LDO, CWO, OCS, MECP, CSEL, RTC, MACO	36/36	4 <sup>th</sup> Sea/Shore Tour. Billet: DLCPO, LCPO, LPO, ISSM, Spectrum Mgr, KMI Mgr, Instructor. Duty: Ship/Afloat Staff, TYCOM, NCTAMS, NCTS, CIWT, ATG, IWTG, CPT, NIOC, Operational Shore Staff, Expeditionary Qual: IW, SW, AW, EXW, ATS, MTS, JFTOCWO, SEA, CSOOW and unit specific



## IT CAREER PATH (IW/SW/AW/EXW)



YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO ADVANCE	COMMISSIONING OR OTHER SPECIAL PROGRAMS	SEA/ShORE FLOW	TYPICAL CAREER PATH DEVELOPMENT
8-12	ITC IT1 IT2	16.4 Yrs 7.6 3.4	LDO, RTC, MECP, MACO, OCS	36/36	3 <sup>rd</sup> Sea/Shore Tour Billet: LCPO, LPO, Spectrum Mgr, KMI Mgr, Instructor Duty: Ship/Afloat Staff, NCTAMS, NCTS, ATG, IWTG, CIWT, CPT, Expeditionary Qualification: IW, SW, AW, EXW, ATS, MTS, JFTOCWO, COW, CWO, CSOOW and unit specific
4-8	IT1 IT2 IT3	7.6rs 3.4 1.9	STA-21, OCS, MECP	36/36	2 <sup>nd</sup> Sea/Shore Tour Billet: CWO, SYSADMIN Duty: Ship/Afloat Staff, NCTAMS, NCTS, NIOC, Operational Shore Staff, IWTG, CPT, Expeditionary Qualification: IW, SW, AW, EXW, COW, CWO, and unit specific
1-4	IT2 IT3	2.0 Yrs 1.9	Naval Academy, NROTC	48/36	1 <sup>st</sup> Sea/Shore Tour Billet: Tech Control, Msg Cntr, Help Desk Technician Duty: Ship, NCTAMS, NCTS, NIOC, IWTG, CPT, Expeditionary Qualification: IW, SW, AW, EXW, CWO, IT Modules, and unit specific
1+/-	IT3 ITSN Accession Training	1.9 Yrs			Recruit Training and all schools or training events required to be completed prior to reporting to their first operational command

Notes:

1. "A" School required.
2. Sea/Shore flow rotation for IT is 36/36. A well-diversified history of assignments CONUS and OCONUS are a critical part in the path to promotion.
3. Sea duty assignments are demanding and provide Sailors with a more conventional career path. Traditional career enhancing sea duty tours should include leadership positions such as LPO, department/branch/division LCPO, and Numbered Fleet Staff/Strike Group Staffs. Serving in at least one challenging command-level collateral and achieving other qualifications that support command mission will ensure the best possible candidates are promoted. OCONUS sea duty assignments are extremely challenging and should be considered when selecting next duty assignment.
4. Career enhancing shore tours should be positions in which Senior Enlisted Leaders develop subordinates and mentor them in proper career progression with emphasis on continuing technical and leadership development. IT leadership-intensive shore duty billets include NCTAMS, NCTS, CIWT, ATG, IWTG, Rating Assignments Detailer, White House Communications Agency (WHCA), Cyber Protection Team (CPT), Cyber Mission Force (CMF) and Operational Shore billets. Sailors should make it a point to serve at least one tour at a NCTAMS or NCTS during their career.



## **IT CAREER PATH** **(IW/SW/AW/EXW)**



5. While there are many challenging sea/shore assignments in the IT community, Expeditionary communications support assignments are highly recommended due to their high OPTEMPO. Expeditionary assignments include Navy Expeditionary Combat Command (NECC), Joint Communications Unit (JCU), Joint Communications Support Element (JCSE), Naval Special Warfare (NSW), and Naval Special Warfare Development Group (DEVGRU). Though billets are limited, Sailors should consider serving at least one tour in an Expeditionary communications support billet. Initial tours and subsequent tours after successful Fleet assignments should not be looked at unfavorable.

### **Considerations for advancement from E6 to E7**

1. Sea Assignments: Sea duty tours are onboard surface units. Expeditionary assignments are also considered sea duty and candidates are carefully screened prior to assignment.
  - Should show strong documented leadership results serving as LPO, Watch Supervisor, or in other key leadership positions
  - Should show strong documented technical knowledge in assigned billet
  - Demonstrate operational and/or command-wide impact
  - Enlisted Warfare Qualifications are expected when available
  - Training Team (DCTT, MTT, CSTT, 3MTT, etc.) leader/member with documented impact
  - Command or Asst Command Collateral Duties with documented impact
  - FCPOA leadership or influential involvement
  - Sailor 360 involvement
2. Shore Assignments: Shore duty billets are primarily at NCTAMS, NIOC, IWTC, CPT, ATG, IWTG, CPT, CMF and at Operational shore sites.
  - Should show strong documented leadership results serving as LPO, Watch Supervisor, Instructor or in other key leadership positions
  - Should show strong documented technical knowledge in assigned billet
  - Demonstrate operational and/or command-wide impact
  - Enlisted Warfare Qualifications are expected when available and/or MTS/ATS if at IWTC, ATG or IWTG
  - Command or Asst Command Collateral Duties with documented impact
  - FCPOA leadership or influential involvement
  - Sailor 360 involvement

### **Considerations for advancement from E7 to E8**

1. Sea Assignments: Sea duty tours are onboard surface units. Expeditionary assignments are also considered sea duty and candidates are carefully screened prior to assignment.
  - Should show strong documented leadership results serving as a LCPO or in other key leadership positions
  - Should show strong documented technical knowledge in assigned billet
  - Demonstrate operational and/or command-wide impact
  - Enlisted Warfare Qualifications are expected when available
  - Training Team (DCTT, MTT, 3MTT, etc.) Leader with documented impact
  - Command or Asst Command Collateral Duties with documented impact
  - CPO Mess leadership or influential involvement
  - Sailor 360 involvement and leading a CPO initiation committee
2. Shore Assignments: Shore duty billets are primarily at NCTAMS, NIOC, IWTC, CPT, ATG, IWTG, CPT, CMF and at Operational shore sites.
  - Should show strong documented leadership results serving as a LCPO, Rating Detailer, Training Manager, Course Manager, or Lead Instructor or in other key leadership positions
  - Should show strong documented technical knowledge in assigned billet
  - Demonstrate operational and/or command-wide impact
  - Enlisted Warfare Qualifications are expected when available and/or MTS/ATS if at IWTC, ATG or IWTG



## IT CAREER PATH (IW/SW/AW/EXW)



- Command or Asst Command Collateral Duties with documented impact
- CPOA leadership or influential involvement
- Sailor 360 involvement and leading a CPO initiation committee

### **Considerations for advancement from E8 to E9**

1. Sea Assignments: Sea duty tours are onboard surface units. Expeditionary assignments are also considered sea duty and candidates are carefully screened prior to assignment. Special consideration should be given to those serving in these challenging sea duty billets with documented leadership and Fleet impact.

- Should show strong documented leadership results serving as a DLCPO/BLCPO or in other key command leadership positions
- Should show strong documented technical knowledge in assigned billet
- Demonstrate operational and/or command-wide impact
- Enlisted Warfare Qualifications are expected when available
- Command Collateral Duties with documented impact
- Training Team (DCTT, MTT, 3MTT, etc.) Leader with documented impact
- CPO Mess leadership or influential involvement
- Sailor 360 involvement and leading a CPO initiation committee

2. Shore Assignments: Shore duty billets are primarily at NCTAMS, NIOC, IWTC, ATG, IWTG and at Operational shore sites.

- Should show strong documented leadership results serving as a SEL, DLCPO or in other key command leadership positions
- Should show strong documented technical knowledge in assigned billet
- Demonstrate operational and/or command-wide impact
- Documented overall impact to IT rating (e.g. Rating Strategy Council, OCCSTDS, MPT)
- Enlisted Warfare Qualifications are expected when available and/or MTS/ATS if at IWTC, ATG or IWTG
- Command Collateral Duties with documented impact
- CPOA leadership or influential involvement
- Sailor 360 involvement and leading a CPO initiation committee





## IT CAREER PATH FULL TIME SUPPORT (FTS)



Information Systems Technicians (IT) perform core and specialty functions of communications operations, message processing, network administration, and cybersecurity; secure, defend and preserve data, networks, net-centric capabilities, and other designated systems; implement security controls and defensive counter-measures; establish, monitor, and maintain Radio Frequency (RF) communications systems; perform spectrum management to support Joint, Fleet, and tactical communications; handle, store, and retrieve incoming and outgoing messages; build, configure, deploy, operate, and maintain information technology, networks and capabilities; perform network system administration, maintenance and training; manage, plan and coordinate unit-level Information Systems Security (ISS) and integration across platforms, fleets, and services; and ensure the proper security, handling, accounting, reporting, and control of Communications Security (COMSEC) materials, systems, and equipment.

YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO ADVANCE	COMMISSIONING OR OTHER SPECIAL PROGRAMS	SEA/ShORE ROTATION	TYPICAL CAREER PATH DEVELOPMENT
26-30	ITCM	23.5 Yrs	CMDCM	36/36	7 <sup>th</sup> Sea/Shore Tour Billet: CSEL, DLCPO Duty: NOSC, Ship, RCC, CNRFC
23-26	ITCM ITCS	23.5 Yrs 18.8	CMDCM, CMDCS, CMD SEL	36/36 36/36	6 <sup>th</sup> Sea/Shore Tour Billet: CSEL, DLCPO Duty: NOSC, Ship, RCC, CNRFC, Expeditionary Qualification: IW, SW, AW, EXW, SEA, and unit specific
20-23	ITCM ITCS ITC	23.5 Yrs 18.8 15.8	CWO, CMD SEL	36/36 36/36 36/48	5 <sup>th</sup> Sea/Shore Tour Billet: CSEL, DLCPO, ISSM, EKMS Mgr Duty: NOSC, Ship, RCC, CNRFC, Operational Shore Staff, Expeditionary, Instructor Qualification: IW, SW, AW, EXW, SEA, MTS, and unit specific
16-20	ITCS ITC IT1	18.8 Yrs 15.8 7.5	CWO, OCS, MECP, CMD SEL	36/36 36/48 36/48	4 <sup>th</sup> Sea/Shore Tour Billet: DLCPO, LPO, ISSM, EKMS Mgr Duty: NOSC, Ship, Expeditionary, Operational Shore Staff, RCC, CNRFC, Instructor, NCTAMS, CNIFR, JRIC Qualification: IW, SW, AW, EXW, SEA, CWO, MTS, and unit specific
12-16	ITCS ITC IT1	18.8 Yrs 15.8 7.5	LDO, CWO, OCS, MECP, CSEL, MACO	36/36 36/48 36/48	3 <sup>rd</sup> Sea/Shore Tour Billet: DLCPO, LPO, ISSM, EKMS Mgr, Duty: NOSC, Ship, Expeditionary, Operational Shore Staff, RCC, CNRFC, Instructor, NCTAMS, CNIFR, JRIC Qualification: IW, SW, AW, EXW, SEA, CWO, MTS, and unit specific





## IT CAREER PATH FULL TIME SUPPORT (FTS)



YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO ADVANCE	COMMISSIONING OR OTHER SPECIAL PROGRAMS	SEA/SHORE ROTATION	TYPICAL CAREER PATH DEVELOPMENT
8-12	ITC IT1 IT2	15.8 Yrs 7.5 3.6	LDO, MECP, MACO, OCS	36/48 36/48 36/48	2 <sup>nd</sup> Sea/Shore Tour Billet: LCPO, LPO, EKMS Mgr Duty: NOSC, Ship/Afloat Staff, Expeditionary, Squadron, NR RCC, CNRFC, Instructor, NCTAMS, CNIFR, JRIC Qualification: IW, SW, AW, EXW, CWO, MTS, and unit specific
1-4	IT2 IT3	3.6 Yrs 1.8	Naval Academy, NROTC, STA-21	36/48 48/36	1 <sup>st</sup> Sea/Shore Tour Billet: Tech Control, Msg Cntr, Help Desk Operator Duty: NOSC, Ship, Expeditionary, Squadron, CNRFC, NCTAMS, CNIFR, JRIC Qualification: IW, SW, AW, EXW, IT Modules, and unit specific
1+/-	IT3 ITSN Accession Training	9 Months		48/36	Recruit Training and all schools or training events required to be completed prior to reporting to their first operational command.

### Notes:

1. "A" School is required.
2. CONUS Shore duty assignments include Navy Operational Support Centers (NOSC), Navy Region Reserve Component Commands (RCC), Navy Reserve Professional Development Center (NRPDC), Information Warfare Training Center (IWTC), NCTAMS, Commander, Navy Information Forces Reserve (CNIFR), Joint Reserve Intelligence Centers (JRIC), as well as the Commander, Navy Reserve Forces Command (NCRFC) located in Norfolk, VA.
3. CONUS and OCONUS sea duty assignments include CG, DDG, LCC, LHD, LSD and squadron platforms, and are available across all paygrades. Sea duty assignments are extremely challenging and should be considered when selecting next duty assignment. Multiple tours on the same platform type should not be looked at unfavorably.
4. While there are many challenging sea/shore assignments in the IT Community, expeditionary communications support assignments are highly recommended due to their high OPTEMPO. Expeditionary assignments include Coastal Riverine Squadron, Naval Special Warfare, Naval Construction Battalions, and Explosive Ordnance Disposal Units.
5. Master Training Specialist qualification should be obtained by those assigned to Instructor Duty when the opportunity is available.
6. EIWS and other warfare qualifications should be viewed as a noteworthy achievement by Selection Boards. Only Sailors assigned or mobilized to units under Operational Commands with an approved program have an opportunity to qualify, but this requires the Sailor to take the initiative. Refer to COMNAVIFOR INSTRUCTION 1414.1A for information related to the EIWS Program.



## IT CAREER PATH FULL TIME SUPPORT (FTS)



7. Rating NECs: H00A - Enlisted Frequency Manager  
H01A - Joint Task Force (JTF) Spectrum Management Master Level  
H02A - Strategic SHF SATCOM Systems/WGS/DSCS Operator  
H03A - Tactical Support Communications (TSCOMM) Replacement Program System Operator  
H04A - Transmission System Technician  
H05A - Joint Force Air Component Commander (JFACC) System Administrator  
H06A - MQ-4C Unmanned Aircraft System (UAS) Mission Control System Administrator  
H07A - Applied Cyber Operations Master  
H08A - Advanced Network Analyst  
H09A - CANES AN/USQ-208(V) System Administrator/Maintainer  
738A - Global Command and Control System-Maritime (GCCS-M) (Force Level 4.1) Increment 2 System Administrator  
739A - Global Command and Control System-Maritime 4.0.3 (GCCS-M 4.0.3) System Administrator  
741A - Information System Security Manager  
742A - Network Security Vulnerability Technician  
745A - Information Systems Technician  
746A - Information Systems Administrator

### **Considerations for advancement from E6 to E7**

1. Sea Assignments: Sea duty tours are onboard surface units. Expeditionary assignments are also considered sea duty and candidates are carefully screened prior to assignment.

- Should show strong documented leadership results serving as LPO, Watch Supervisor, or other key leadership positions
- Should show strong documented technical knowledge in assigned billet
- Demonstrate operational and/or command-wide impact
- If the opportunity is available, qualify/requalify ESWS/EIWS with extra consideration for additional warfare qualifications
- Command collateral duties with documented impact
- FCPOA with strong involvement and documented impact. Special consideration should be given to those in leadership positions
- Sailor 360 with strong involvement and documented impact. Special consideration should be given to those in leadership positions

2. Shore Assignments: Shore duty billets are primarily at NOSCs, CNRFC, NRPDC, NCTAMS, CNIFR, JRICs and at Operational shore sites.

- Should show strong documented leadership results serving as LPO, Watch Supervisor or other key leadership positions
- Personnel assigned to Navy Operational Support Centers (NOSC) **SHALL** complete the NOSC Watchstander PQS (NAVEDTRA 43075).
- Should show strong documented technical knowledge in assigned billet
- Demonstrate operational and/or command-wide impact
- Command collateral duties with documented impact
- FCPOA with strong involvement and documented impact. Special consideration should be given to those in leadership positions
- Sailor 360 with strong involvement and documented impact. Special consideration should be given to those in leadership positions



## **IT CAREER PATH FULL TIME SUPPORT (FTS)**



### **Considerations for advancement from E7 to E8**

1. Sea Assignments: Sea duty tours are onboard surface units. Expeditionary assignments are also considered sea duty and candidates are carefully screened prior to assignment. Special consideration should be given to those serving in Command Senior Enlisted billets with documented leadership and Fleet impact.

- Should show strong documented leadership results serving as a LCPO or in other key leadership positions
- Should show strong documented technical knowledge in assigned billet
- Demonstrate operational and/or command-wide impact
- Qualify/Requalify ESWS/EIWS with extra consideration for additional warfare qualifications
- Command collateral duties with documented impact
- CPOA with strong involvement and documented impact. Special consideration should be given to those in leadership positions
- Sailor 360 with strong involvement and documented impact. Special consideration should be given to those in leadership positions
- CPO Initiation with strong involvement and documented impact. Special consideration should be given to those in leadership positions

2. Shore Assignments: Shore duty billets are primarily at NOSCs, CNRFC, NRPDC, NCTAMS, CNIFR, JRICs and at Operational shore sites. Special consideration should be given to those serving in Command Senior Enlisted billets with documented leadership and Fleet impact.

- Should show strong documented leadership results serving as a LCPO or in other key leadership positions
- Should show strong documented technical knowledge in assigned billet
- Demonstrate operational and/or command-wide impact
- Command collateral duties with documented impact
- CPOA with strong involvement and documented impact. Special consideration should be given to those in leadership positions
- Sailor 360 with strong involvement and documented impact. Special consideration should be given to those in leadership positions
- CPO Initiation with strong involvement and documented impact. Special consideration should be given to those in leadership positions

### **Considerations for advancement from E8 to E9**

1. Sea Assignments: Sea duty tours are onboard surface units. Expeditionary assignments are also considered sea duty and candidates are carefully screened prior to assignment. Special consideration should be given to those serving in these challenging sea duty billets with documented leadership and Fleet impact.

- Should show strong documented leadership results serving as a DLCPO or in other key leadership positions
- Should show strong documented technical knowledge in assigned billet
- Demonstrate operational and/or command-wide impact
- Qualify/Requalify ESWS/EIWS with extra consideration for additional warfare qualifications
- Command collateral duties with documented impact
- CPOA with strong involvement and documented impact. Special consideration should be given to those in leadership positions
- Sailor 360 with strong involvement and documented impact. Special consideration should be given to those in leadership positions
- CPO Initiation with strong involvement and documented impact. Special consideration should be given to those in leadership positions



## IT CAREER PATH FULL TIME SUPPORT (FTS)



2. Shore Assignments: Shore duty billets are primarily at CNRF. Special consideration should be given to those serving in Command Senior Enlisted billets with documented leadership and Fleet impact.

- Should show strong documented leadership results serving as a SEL, DLCPO, or in other key leadership positions
- Should show strong documented technical knowledge in assigned billet
- Demonstrate operational and/or command-wide impact
- Command collateral duties with documented impact
- CPOA with strong involvement and documented impact. Special consideration should be given to those in leadership positions
- Sailor 360 with strong involvement and documented impact. Special consideration should be given to those in leadership positions
- CPO Initiation with strong involvement and documented impact. Special consideration should be given to those in leadership positions



## IT CAREER PATH SELECTED RESERVE (SELRES)

Information Systems Technician (IT). Reserve ITs perform core and specialty functions of communications operations, message processing, end-user support, network and server administration, cybersecurity; establish, monitor, and maintain Radio Frequency (RF) communications systems; perform spectrum management within an area of responsibility; handle, store, and retrieve incoming and outgoing messages; ensure the proper security, handling, accounting, reporting, and control of Communications Security (COMSEC) assets; and perform maintenance, training, and management of unit-level information systems across platforms, fleets, and services.					
<b>YEARS OF SERVICE</b>	<b>CAREER MILESTONES</b>	<b>AVERAGE TIME TO PROMOTE</b>	<b>COMMISSIONING OR OTHER SPECIAL PROGRAMS</b>	<b>SEA/SHORE FLOW</b>	<b>TYPICAL CAREER PATH DEVELOPMENT</b>
26-30	ITCM	23.3 Yrs.	CMDCM	N/A	CNIFR HQ/Region Staff, Major Command or COCOM Billets: HQ CMDCM, CNIFR Region SEL/Staff Qualifications: NEC 8CMC, Warfare
23-26	ITCM ITCS	23.3 Yrs. 18	CMDCM, CWO, DIRCOM, CMC, CSC	N/A	CNIFR HQ/Region Staff, Major Command, IWC or EMBED Unit Billets: CMDCM, CSC, SEL, Unit LCPO, Staff, 4 <sup>th</sup> MOB (3 <sup>rd</sup> - 4 <sup>th</sup> for Prior Service) Qualifications: 8CMC, 741A, 742A, SEA, PSEL, Warfare
20-23	ITCM ITCS ITC	23.3 Yrs. 18 14.4	CMDCM, CWO, DIRCOM, CMC, CSC, SEL	N/A	CNIFR HQ/Region Staff, IWC or EMBED Unit Billets: CMDCM, CSC, SEL, Unit LCPO, Security Manager, 3 <sup>rd</sup> or 4 <sup>th</sup> MOB (2 <sup>nd</sup> or 3 <sup>rd</sup> for Prior Service) Qualifications: 8CMC, 741A, 742A, SEA, PSEL, Warfare
16-20	ITCS ITC IT1	18 Yrs. 14.4 9.9	CWO, DIRCOM, CSC, SEL	N/A	CNIFR HQ/Region Staff, IWC or EMBED Unit Billets: Unit LCPO/LPO, DLCPO/LPO, Sysadmin, Security Manager, 3 <sup>rd</sup> MOB (2 <sup>nd</sup> for Prior Service) Qualifications: 746A, 741A, 742A, SEA, PSEL, Warfare
12-16	ITC IT1	14.4 Yrs. 9.9	CWO, DIRCOM, CMC, CSC, MECP, CSEL	N/A	CNIFR HQ/Region Staff, IWC or EMBED Unit Billets: Unit LCPO/LPO, DLCPO/LPO, Sysadmin, Security Manager Qualifications: 746A, 741A, 742A, Warfare
8-12	IT1 IT2	9.9 Yrs. 4	DIRCOM, MECP	N/A	CNIFR HQ/Region Staff, IWC or EMBED Unit Billets: Unit LPO, DLPO, Sysadmin, Security Manager, 2 <sup>nd</sup> MOB (1 <sup>st</sup> for Prior Service) Qualifications: 746A, 741A, 742A, Warfare
4-8	IT2 IT3	4 Yrs. 2.5	STA-21, MECP	N/A	CNIFR HQ/Region Staff, IWC or EMBED Unit Billets: DLPO, Sysadmin, Help Desk Supervisor, Help Desk Operator, 2 <sup>nd</sup> MOB (1 <sup>st</sup> for Prior Service) Qualifications: 745A, 746A, Warfare
1-4	IT3	2.5 Yrs.	STA-21, OCS	N/A	CNIFR HQ/Region Staff, IWC or EMBED Unit Billet: Help Desk Operator Duty: IWC (RPC 17) and embedded (non-RPC 17) units, 1 <sup>st</sup> MOB (for Non-Prior Service) Qualifications: 745A, 746A
1+/-	ITSN ITSA Accession Training	9 Months		N/A	Recruit Training and all schools or training events required to be completed prior to reporting to their first operational command.



## IT CAREER PATH SELECTED RESERVE (SELRES)

### **Notes:**

1. "A" School is required under most circumstances. Exceptions are considered on a case-by-case basis and usually reserved for qualified PRISE-R or other qualifying program members. IT "C" School is highly desirable for this rating.
2. This is not a compressed rating.
3. The IT community is broadly distributed throughout RESFOR and therefore not all ITs are members of an Information Warfare Community (IWC/RPC 17) unit. Most ITs are embedded (EMBED) within non-RPC-17 units.
4. EIWS and other warfare qualifications should be viewed as a noteworthy achievement by Selection Boards. Only Sailors assigned or mobilized to units under Operational Commands with an approved program have an opportunity to qualify, but this requires the Sailor to take the initiative. Refer to COMNAVIFOR INSTRUCTION 1414.1A for information related to the EIWS program.
5. PRDs are usually limited to 36 months with exception of assignments to special programs, or while in an advanced training pipeline (e.g. Cyber Mission Force/Cyber Protection Team (CMF/CPT)). Sailors meeting these exceptions can be assigned for 60 months. Cross-assignment PRDs are usually limited to 24 months.
6. ITs are transitioning from the Information Assurance (IA) (DoD 8570) specialization to Cyber Security Workforce (CSWF) (DoD 8140) and levels of specialization will change. All ITs are expected to maintain proficiency as specified by DoD 8140 and National Institute of Standards and Technology (NIST) CSWF by earning a minimum of 40 Continuing Education Units (CEUs) annually as directed by NAVADMIN 084/15. All ITs should be CSWF coded in the Total Workforce Management Services (TWMS) under the "Cyber Security Workforce Info" function.
7. ITs are encouraged to consider self-study programs to enrich their academic rate knowledge and maintain technical proficiency. Programs are available through Navy Skillport (<https://navycswf.skillport.com>) or FedVTE (<https://fedvte.usalearning.gov>). Navy COOL vouchers for certification exams may be issued if the Sailor is pursuing credentials in a CSWF field as noted in TWMS Cyber Workforce Info. More information can be found on Navy COOL (<https://www.cool.navy.mil/usn/cswf>) under "Cyber IT/CSWF Workforce Model." Note: If a Sailor is not assigned a CSWF code in TWMS Cyber Workforce Info, they should immediately contact their training department.
8. Rating NECs: H00A - Enlisted Frequency Manager
  - H01A - Joint Task Force (JTF) Spectrum Management Master Level
  - H02A - Strategic SHF SATCOM Systems/WGS/DSCS Operator
  - H03A - Tactical Support Communications (TSCOMM) Replacement Program System Operator
  - H04A - Transmission System Technician
  - H05A - Joint Force Air Component Commander (JFACC) System Administrator
  - H06A - MQ-4C Unmanned Aircraft System (UAS) Mission Control System Administrator
  - H07A - Applied Cyber Operations Master
  - H08A - Advanced Network Analyst
  - H09A - CANES AN/USQ-208(V) System Administrator/Maintainer
  - H30A - Defensive Cyberspace Operations Analyst (DCOA)
  - 738A - Global Command and Control System-Maritime (GCCS-M) (Force Level 4.1) Increment 2 System Administrator
  - 739A - Global Command and Control System-Maritime 4.0.3 (GCCS-M 4.0.3) System Administrator
  - 741A - Information System Security Manager
  - 745A - Information Systems Technician
  - 746A - Information Systems Administrator

**NOTE: Listed NECs are only those that SELRES are qualified to earn based upon NAVPERS 18068F Volume 2.**



## IT CAREER PATH SELECTED RESERVE (SELRES)

### **Considerations for advancement from E6 to E7:**

Highly competitive/most fully qualified candidates for selection as a Chief Petty Officer have met many or all of the following milestones:

- Demonstrated leadership and subordinate development utilizing technical expertise via earned platform PQS/watch qualifications or other Navy Credentialing and training programs (i.e., Navy COOL, Skillport, FedVTE).
- Demonstrated institutional expertise through completion of Professional Military Education (PME), Primary PME, Senior Enlisted Joint PME (SE-JPME) Phase I, or advanced civilian education or certifications/ qualifications demonstrating civilian transferability of skills.
- Demonstrated rating subject matter expertise (SME) through community engagements and participation in A, C, and F School Training Requirements Reviews (TRR), Occupational Standards (OCCSTDs) reviews/development, etc.
- Strong consideration should be given to Sailors that complete a rate-specific mobilization or other active duty assignment in support of fleet, joint, cyber, or special operations.
- Warfare qualified (Note 4).
- Served as LPO or divisional LPO for large unit or any periods of documented acting Unit LCPO duties.
- Diversity in billet or platform assignment including Information Warfare Community (IWC), NSW, Expeditionary, Cyber, EMBED, etc.
- Diversity in challenging command-level collaterals that support command mission and leadership (e.g. CFL, Unit Cross-Assignment Coordinator, Command Career Counselor, Urinalysis Program Coordinator (UPC), etc.).
- Leader in Sailor 360 program.
- Held FCPOA committee leadership positions.

### **Considerations for advancement from E7 to E8:**

Highly competitive/most fully qualified candidates for selection as a Senior Chief Petty Officer have met many or all of the following milestones:

- Demonstrated leadership of subordinates and peer development utilizing technical expertise through earned platform PQS/watch qualifications, or other Navy COOL, Skillport, or FedVTE technical training programs.
- Demonstrated institutional expertise through completion of Senior Enlisted Academy (SEA), Prospective Senior Enlisted Leader (PSEL) course, Reserve Senior Enlisted Management (RSEM), Navy Reserve Unit Manager's (NRUM) course, PPME, SE-JPME Phase I/II, CNIFR Regional Triad Leadership conferences, or advanced civilian education or certifications/qualifications demonstrating civilian transferability of skills.
- Demonstrated rating SME through community engagements and participation in A, C, and F School TRRs, OCCSTDs, CNIFR Information Professional Symposium, etc.
- Strong consideration should be given to Sailors that complete a rate-specific mobilization or other active duty assignment in support of fleet, joint, cyber, or special operations.
- Warfare qualified (Note 4).
- Assignment as unit LCPO, especially where there are large summary groups and opportunity to lead peers and develop juniors.
- Diversity in billet or platform assignment including IWC, NSW, Expeditionary, Cyber, EMBED, CNIFR HQ (TYCOM) or Regional Staff, etc.
- Leader in Sailor 360 program and CPO Initiation (i.e. Committee Lead/Chairperson).
- Held CPOA committee leadership positions.

### **Considerations for advancement from E8 to E9:**

Highly competitive/most fully qualified candidates for selection as a Master Chief Petty Officer have met many or all of the following milestones:

- Demonstrated leadership of subordinates and peer development utilizing technical expertise through earned platform PQS/watch qualifications, or other Navy COOL, Skillport, or FedVTE technical training programs.
- Demonstrated institutional expertise through completion of SEA, PSEL, NRUM, PPME, SE-JPME Phase II, CNIFR Regional Triad Leadership conferences, or advanced civilian education or certifications/qualifications demonstrating civilian transferability of skills.





## IT CAREER PATH

### SELECTED RESERVE (SELRES)

- Demonstrated rating SME through community engagements and participation in A, C, and F School TRRs, OCCSTDs, CNIFR Information Professional Symposium, selection as CNIFR Rating Advisor, etc.
- Strong consideration should be given to Sailors that complete a rate-specific mobilization or other active duty assignment in support of fleet, joint, cyber, or special operations.
- Warfare qualified (Note 4).
- Assignment as unit LCPO, especially where there are large summary groups and opportunity to lead peers and develop juniors.
- Diversity in billet or platform assignment including IWC, NSW, Expeditionary, Cyber, EMBED, CNIFR HQ (TYCOM) or Regional Staff, etc.
- Leader in Sailor 360 program and in CPO Initiation (i.e. Season Lead/Chairperson, Final 18 Lead, etc.)
- Held CPOA committee leadership positions (i.e. Vice President/President)



## Information Systems Technician Occupational and Readiness Standards (OaRS) to E4 NAVEDTRA 44053

**NAME:** \_\_\_\_\_

These Occupational and Readiness Standards (OaRS) may be used to validate minimum competencies for performing various rating-specific tasks in paygrade E4 in this rating. OaRS is based on the Occupational Standards (OCCSTDs) for the rating/paygrade. An E4 should possess the minimum competencies of their rating/paygrade, whereby OaRS may provide benefits as a tool to train towards and track those competencies achieved.

OaRS does not address ship/unit/system specific standards, which may be covered within Personnel Qualification Standards (PQS), Job Qualification Requirements (JQR), or local training/qualification programs. OaRS addresses the overall rating at the E4 level, not the Sailor's position, billet, or duty assignment.

Generally, each OaRS task area encompasses one or more occupational standards on the same or similar subjects and is written in on-the-job rating language. Completion indicates the Sailor can perform the tasks or can articulate knowledge of the tasks. If circumstances exist that limits a Sailor's ability to effectively demonstrate any OaRS task element due to equipment configuration, mission, or operational status, the Sailor can seek training or understanding from his/her peers, leadership, or refer to technical manuals.

OaRS completion is voluntary and is not designed to replace other qualification programs (e.g. PQS, JQR). OaRS items that duplicate "sign off" items in these types of programs can be signed off if they have already been signed off under any of these types of programs.

Task signatures are completed between the Sailor and the Sailor's supervisor, Leading Petty Officer (LPO) or E5 or above designee. Task sections are signed off by the Division Leading Chief or designee. Endorsement of completion of all OaRS tasks/sections are validated by the Division Officer, Department LCPO, Department Head, and Command Career Counselor (CCC).

### COMMUNICATIONS SECURITY

Task Objective	** Supv Init	Date
Conduct Emergency Action Plans (EAP)		
Destroy Communication Security (COMSEC) material		
Handle Communications Security (COMSEC) material		
Identify Communications Security (COMSEC) discrepancies		
Inspect security containers		
Inventory Communications Security (COMSEC) materials		
Load Communications Security (COMSEC) equipment		
Maintain Crypto Ignition Keys (CIK)		
Maintain cryptographic equipment		
Maintain physical security of Sensitive Compartmented Information (SCI) of Information Systems		
Process Communications Security (COMSEC) changes		
Receive Communications Security (COMSEC) material		
Report Communications Security (COMSEC) discrepancies		
Set up cryptographic equipment		
Set up cryptographic networks		
Validate Communications Security (COMSEC) material		
Verify cryptographic equipment settings		

\*\* Supv Init may be LPO or E5 or above designee

**DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:**

\_\_\_\_\_

#### PENALTY STATEMENT

Any person who, with intent to deceive, signs any false record, return, regulation, order, or other official document, knowing it to be false, or makes any other false official statement knowing it to be false, shall be punished as a court-martial may direct.  
(Aug. 10, 1956, ch. 1041, 70A Stat. 71; Pub. L. 114-328, div. E, title LX, § 5419, Dec. 23, 2016, 130 Stat. 2946.)

## COMMUNICATIONS SYSTEM OPERATIONS

Task Objective	** Supv Init	Date
Conduct communications checks		
Conduct Over-The-Air-Rekey (OTAR)		
Conduct Over-The-Air-Transmission (OTAT)		
Configure portable communications systems		
Configure Radio Frequency (RF) systems (e.g., Super High Frequency (SHF), Ultra High Frequency (UHF), Very High Frequency (VHF), Extremely High Frequency (EHF), High Frequency (HF), etc.)		
Configure switching equipment (e.g., Automated Single Audio System (ASAS), Automated Network Control Center (ANCC), Tactical Varian Switch (TVS), etc.)		
Connect data links		
Disconnect data links		
Ensure proper system operation of Radio Frequency (RF) systems (e.g., Super High Frequency (SHF), Ultra High Frequency (UHF), Very High Frequency (VHF), Extremely High Frequency (EHF), High frequency (HF))		
Forecast service demands		
Inspect terminal processors (e.g., Naval Modular Automated Communications System (NAVMACS), Navy Order Wire (NOW), etc.)		
Load image software		
Load magnetic tape		
Maintain communication publications		
Maintain magnetic tape drives		
Maintain portable communications systems		
Maintain static antennas		
Monitor routing and switching devices		
Perform End of Mission Sanitizations (EOMS)		
Report high priority voice communications		
Restore computer Information Systems (IS)		
Set Emission Control (EMCON) conditions		
Set Hazards of Electromagnetic Radiation (i.e., Hazards of Electromagnetic Radiation to Ordnance (HERO)/Hazards of Electromagnetic Radiation to Personnel (HERP)) conditions		
Troubleshoot data links		
Troubleshoot portable communications systems		
Troubleshoot Radio Frequency (RF) systems (e.g., Super High Frequency (SHF), Ultra High Frequency (UHF), Very High Frequency (VHF), Extremely High Frequency (EHF), High Frequency (HF), etc.)		

\*\* Supv Init may be LPO or E5 or above designee

### DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

#### PENALTY STATEMENT

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## CYBERSPACE OPERATIONS

Task Objective	** Supv Init	Date
Identify Information Systems Security (ISS) violations and vulnerabilities		
Identify security issues (protection, aggregation, inter-connectivity)		
Update computer Information System (IS) antivirus definitions		

\*\* Supv Init may be LPO or E5 or above designee

### DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

#### PENALTY STATEMENT

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(Aug. 10, 1956, ch. 1041, 70A Stat. 71; Pub. L. 114-328, div. E, title LX, § 5419, Dec. 23, 2016, 130 Stat. 2946.)

## MESSAGE SYSTEM OPERATIONS

Task Objective	** Supv Init	Date
Download naval messages via automated systems		
Maintain communication logs		
Maintain communications archives		
Maintain general message files		
Maintain local media and technical libraries		
Monitor message queues		
Monitor message systems		
Perform minimize condition procedures		
Prepare message system status reports		
Process messages (e.g., special handling, American Red Cross (AMCROSS), Situation Reports (SITREPS), etc.)		
Sanitize communication centers		
Validate Naval message formatting		

\*\* Supv Init may be LPO or E5 or above designee

### DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

#### PENALTY STATEMENT

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(Aug. 10, 1956, ch. 1041, 70A Stat. 71; Pub. L. 114-328, div. E, title LX, § 5419, Dec. 23, 2016, 130 Stat. 2946.)

## NETWORK ADMINISTRATION

Task Objective	** Supv Init	Date
Back up Information Systems (IS)		
Configure computer application software		
Configure peripherals		
Configure workstation Operating System (OS) software		
Document network outages		
Install network peripherals		
Install Operating Systems (OS)		
Install peripherals		
Isolate infected systems		
Maintain network printers		
Monitor network equipment status		
Patch information systems		
Perform disk administration		
Perform file system maintenance		
Perform File Transfer Protocol (FTP) functions		
Perform start up/shut down procedures		
Respond to customer trouble calls		
Review logs		
Scan for viruses		
Test computer Information Systems (IS)		
Troubleshoot client Operating Systems (OS)		
Troubleshoot file and folder access problems		
Troubleshoot network hardware		
Troubleshoot peripherals		
Troubleshoot workstation application software		
Troubleshoot workstation network connectivity		

\*\* Supv Init may be LPO or E5 or above designee

### DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

#### PENALTY STATEMENT

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(Aug. 10, 1956, ch. 1041, 70A Stat. 71; Pub. L. 114-328, div. E, title LX, § 5419, Dec. 23, 2016, 130 Stat. 2946.)

## NETWORK MANAGEMENT

Task Objective	** Supv Init	Date
Troubleshoot network cabling		
Verify backups		

\*\* Supv Init may be LPO or E5 or above designee

### DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

#### PENALTY STATEMENT

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(Aug. 10, 1956, ch. 1041, 70A Stat. 71; Pub. L. 114–328, div. E, title LX, § 5419, Dec. 23, 2016, 130 Stat. 2946.)

## NETWORK SYSTEM OPERATIONS

Task Objective	** Supv Init	Date
Configure workstation core components		
Inspect Information Systems (IS) (e.g., network components, system hardware, etc.)		
Install Information Systems (IS) components (e.g., system hardware, storage devices, etc.)		
Inventory Information System (IS) assets		

\*\* Supv Init may be LPO or E5 or above designee

### DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

#### PENALTY STATEMENT

Any person who, with intent to deceive, signs any false record, return, regulation, order, or other official document, knowing it to be false, or makes any other false official statement knowing it to be false, shall be punished as a court-martial may direct.

(Aug. 10, 1956, ch. 1041, 70A Stat. 71; Pub. L. 114–328, div. E, title LX, § 5419, Dec. 23, 2016, 130 Stat. 2946.)

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**COMMAND ENDORSEMENT**

Command signatures signify the meeting of the minimum competencies for those in paygrade E-4 in this rating.  
Signature level at discretion of command.

**DIVISION OFFICER:**

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**DEPARTMENT LCPO:**

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**DEPARTMENT HEAD:**

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**COMMAND CAREER COUNSELOR:**

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**PENALTY STATEMENT**

Any person who, with intent to deceive, signs any false record, return, regulation, order, or other official document, knowing it to be false, or makes any other false official statement knowing it to be false, shall be punished as a court-martial may direct.

(Aug. 10, 1956, ch. 1041, 70A Stat. 71; Pub. L. 114–328, div. E, title LX, § 5419, Dec. 23, 2016, 130 Stat. 2946.)

**Command Comments – Command Use Only:**

**Enlisted Community Manager Comments:**

Once an individual Sailor's Occupational and Readiness Standards (OaRS) have been completed and endorsed by the Command Career Counselor (CCC), documentation of completed OaRS by the Command Pay and Personnel Administrator (CPPA), Training Officer, or other authorized command representative will be via Navy Standard Integrated Personnel System (NSIPS) within the Personnel Qualifications section, or Advanced Skills Management (ASM) within the Qual/Cert Records tab. Entries will generate an Enlisted Service Record (ESR) and Electronic Training Jacket (ETJ) entry. These entries provide Sailors with electronic documentation of OaRS completion as well as Command and Navy stakeholders ability to monitor the execution of OaRS.



## Information Systems Technician Seaman Recruit to Seaman

NAME: \_\_\_\_\_

### SKILL TRAINING

(Schools, courses and assignments directly related to occupation)

#### REQUIRED SKILL TRAINING

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Information Systems Technician Block 0 (H0A1); (4 year obligation)	Pensacola, FL	A-150-1200	59 days Course length is in training days.	
Information Systems Technician Block 1 (745A); (4 year obligation)	Pensacola, FL	A-150-1201	33 days Course length in training days.	

#### RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Information System Technician Training Series Module 01 Administration and Security <sup>1</sup>	Non Resident Training Course	NAVEDTRA 14222	Self-paced	
Information System Technician Training Series Module 02 Computer Systems <sup>1</sup>	Non Resident Training Course	NAVEDTRA 14223	Self-paced	
Information System Technician Training Series Module 03 Network Communications <sup>1</sup>	Non Resident Training Course	NAVEDTRA 14224	Self-paced	
Information System Technician Training Series Module 04 Communication Hardware <sup>1</sup>	Non Resident Training Course	NAVEDTRA 14225A	Self-paced	
Information System Technician Training Series Module 05 Communication Center Operations <sup>1</sup>	Non Resident Training Course	NAVEDTRA 14226	Self-paced	
Digital Modular Radio (DMR) <sup>1</sup>	Norfolk, VA / San Diego, CA	A-260-1955	4 training days	
High Frequency Radio Group (HFRG) <sup>1</sup>	San Diego, CA	A-260-0051	10 training days	
Navy Multiband Terminal (NMT) Ship/Shore Operator Course; PREREQ: H04A <sup>1</sup>	Virginia Beach, VA / San Diego, CA	A-260-1313	8 training days	
CompTIA A+ <sup>1</sup>	Cisco Systems Inc.	220-701/220-702	Self-paced	
Security + <sup>1</sup>	CompTIA	SY0-601	Self-paced	

<sup>1</sup> - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.



## NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
746A - Systems Administration; 6 year obligation <sup>1</sup>	Virginia Beach, VA / San Diego, CA	A-150-1980	90 training days	
H04A - Journeyman Communications Course; 6 Year Obligation <sup>1</sup>	San Diego, CA / Virginia Beach, VA	A-260-0061	70 training days	
H0A1 - Information Systems Technician Block 0; 4 Year Obligation	Pensacola, FL	A-150-1200	59 days Course length is in training days.	
745A - Information Systems Technician Block 1; 4 Year Obligation	Pensacola, FL	A-150-1201	33 days Course length in training days.	

<sup>1</sup> - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

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## JOB DESCRIPTION

The IT rating is comprised of personnel who perform core and specialty functions of Network Administration, Communications Operations and Message Processing.

In the area of **Network Administration**, IT provide technical assistance to computer system users. They answer questions and/or resolve computer problems for clients. IT provide assistance concerning the use of computer hardware and software, including printing, installation, word-processing, electronic mail, and operating systems. They conduct help desk functions and repair fiber optics and a variety of cables. Additionally, IT conduct day-to-day operations such as system backups and restores, and add, modify, or delete user accounts. They install operating systems, applications and peripherals, troubleshoot user problems, debug command language scripts, and assist the Information Systems Security Officer (ISSO) in access control security (i.e., passwords, access and control lists, etc).

They may also perform advanced Network operations, administration, maintenance and training. IT Technicians analyze, design, test, and evaluate network systems, Internet, Intranet, and other data communications systems. They perform network modeling, analysis, and planning. They research and recommend network and data communications hardware and software solutions. IT Technicians may also perform Network Enterprise Architecture | Cyber Security. They defend Navy networks from cyber threats utilizing hardware/software defense-in-depth methodology to prevent cyber-attacks.

In the area of **Communications Operations**, IT establish, monitor, and maintain radio frequency (RF) communications systems both ashore and afloat. Specifically, they plan, coordinate establishment, monitor, troubleshoot, and restore classified and unclassified RF communication systems that support exchange of voice, data, video and imagery using terrestrial or satellite VLF, LF, MF, HF, VHF, UHF, SHF and EHF frequency spectrums afloat and ashore. Additionally, specialists in this area may perform spectrum management - coordinate and generate frequency assignments for use within an area of responsibility, assess the impact of new frequency requirements upon the existing radio frequency environment, maintain a history of interference incidents and frequency employment files, initiate action as appropriate to prevent and/or correct harmful interference, and resolve joint and space interference.

In the area of **Message Processing**, IT provide message handling, storage, and retrieval of incoming and outgoing messages afloat and ashore. They maintain connectivity between shipboard LAN and message delivery systems ashore. They administer user profiles, and maintain directory information trees. IT operate the Message Systems, NAVMACS, and other automated message processing systems.

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## RECOMMENDED BILLET ASSIGNMENTS

The Information Systems Technician of the 21st century operate and maintain the Navy's global satellite telecommunications systems, mainframe computers, local and wide area networks, and micro-computer systems used in the fleet. Administrative support is also provided with the operation of automated equipment that keeps records of personnel training, disbursement, health, assignments and promotions within the Navy. They ensure the all-important communications link between units at sea and stations ashore. Work as a publication clerk, media clerk; help desk technician, and network operator for shore and afloat commands.

PRIORITY ASSIGNMENT: Sea Tour Any Platform

BILLET ASSIGNMENT AFLOAT 4 YEAR SAILOR: 745A NEC. Specialty Area 45, Entry/Apprentice (per 5239.2 Series Appendix 4). Communication Center Operator, Automated Data Processor Operator, Electronic Data Processor Operator

BILLET ASSIGNMENT AFLOAT 6 YEAR SAILOR: 746A NEC. Specialty Area 45, Intermediate/Journeyman (per 5239.2 Series Appendix 4). Administer networked systems with focus in the following functional areas: 1. Configuration Management: Manage changes, additions, and deletions to network system configurations. 2. System Management: Administration of network services, maintaining user accounts, access rights, and directory services. 3. Performance Management: Maintain system reliability statistics, performance checking of system communications pathways, and optimization of system and application performance.

BILLET ASSIGNMENT AFLOAT 6 YEAR SAILOR: H04A NEC. Specialty Area 44, Intermediate/Journeyman (per 5239.2 Series Appendix 4). Operate external communications suites in the High Frequency (HF), Very High Frequency (VHF), Ultra High Frequency (UHF), Super High Frequency (SHF), Extremely High Frequency (EHF) Radio Frequency (RF) spectrums, and the Automated Digital Network System (ADNS) for controlling RF assets, in accordance with standard operating procedures and appropriate technical documentation, during all conditions of readiness, with limited supervision.

SUBSEQUENT ASSIGNMENT: Shore Tour (NCTAMS, NCTS, TSC)

BILLET ASSIGNMENT ASHORE: Communication Center Operator, Automated Data Processor, Fleet Network Operation Center, Command & Control (C2)

**PERSONAL AND PROFESSIONAL DEVELOPMENT**  
(Completed at reporting 60 day Career Development Board)

Command Address	<input type="text"/>	QD Phone Number:	<input type="text"/>
Mobilization UIC:	<input type="text"/>		
Naval Reserve Activity:	<input type="text"/>		
Division Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Leading Chief Petty Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Leading Petty Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Sponsor/Mentor:	<input type="text"/>	Phone Number:	<input type="text"/>
Depart/Division Career Counselor:	<input type="text"/>	Phone Number:	<input type="text"/>
Date of Initial Entry to Military Service (DIEMS):		Date of Initial Entry Reserve Forces (DIERF):	
Pay Entry Base Date (PEBD):			
ADSD:	Report Date:	EAOS/EOS:	PRD:      SEA / SHORE:      /
PAYGRADE E1/E2 (9 months time in service required for advancement to E2 and E3)			
PAYGRADE E3 (6 months time in service required to be eligible for advancement to E4)			
Date Advanced:	Eligible Advancement Date:	Number of times up:	
HYT Date:	Security Clearance Level:	Date Last updated:	
Command INDOC complete: <input type="text"/>			

**CAREER DEVELOPMENT BOARDS:**

Use OPNAVINST 1040.11(ser) & Career Counselor Handbook NAVPERS 15878

Reason for Convening/Discussion Items: (Upon completion update (CIMS) Career Information Management System)

Reporting (within 60 days for active duty or four drill weekends for SELRES) (Date Conducted):

Professional Apprenticeship Career Track (PACT) only:

6 Month:  12 Month:  18 Month:

24 Month:  48 Month:  60 Month:

Family Care Plan:  Mil to Mil:

Sailor 360:  Special Program:  Member Request:

HYT 24 months (Date):  HYT Waiver Date:  ☐ Approve ☐ Disapprove

C-WAY-REEN 18 months to EAOS/EOS:  Career Waypoint not approved:

Rating Conversion:  Navy Formal Training Schools Request ("A"/"C"etc):

Transfer:  Separation:  Career Status Bonus (election message received):

Physical Fitness Test Failure:  Overseas Tour Extension Incentives Program (OTEIP):

**Advancement Center: Visit MNP Advancement & Promotion page located under the Career & Life Events Tab**  
(Items to collect/discuss: Bibliography for Advancement, Enlisted Advancement Exam Strategy Guide, Profile Sheets)

Advancement:

**Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series):**

Commissioning Programs Applications:  (prior to submission, command endorsement):

Seaman to Admiral 21 (STA-21):  Medical Enlisted Commissioning Program (MECP):

Naval Academy:  Naval Academy Preparatory School (NAPS):

Officer Candidate School:

## QUALIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (N/A if not required)
Ship Board Fire Fighting		
Aviation Fire Fighting		
Basic Damage Control		
Advanced Damage Control		
3M 301 Maintenance Person		
3M 302 Repair Parts/Supply Petty Officer		
3M 303 Work Center Supervisor		
3M 304 LCPO/Division Officer		
Messenger of the Watch (MOOW)		
Petty Officer of the Watch (POOW)		
Personnel Qualification Standard		

Mandatory warfare qualification for enlisted Sailors assigned to designated warfare qualifying commands:

Warfare qualification programs	Report Date	Completion Date (N/A if not required)
Aviation Warfare Specialist		
Expeditionary Warfare Specialist		
Parachute Jumper		
Fleet Marine Force Warfare Specialist		
Information Warfare Specialist		
Seabee Combat Warfare Specialist		
Surface Warfare Specialist		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)
Key Management Infrastructure (KMI) Operating Account Manager (KOAM) [NAVEDTRA 43462-2A]		
Navy Radio Communications Afloat [NAVEDTRA 43355-2B]		
Information Assurance Technician [NAVEDTRA 43469]		
Special Intelligence Afloat Communication [NAVEDTRA 43551-3B]		
Information Systems and Telecommunications Clerk [NAVEDTRA 43355-J]		
Navy Networks [NAVEDTRA 43355-1A]		
Automated Digital Network Systems (ADNS) [NAVEDTRA 43356-E]		

Notes on Qualifications:

## CREDENTIALING

**Navy Credentialing Opportunities On-Line (Navy COOL):** Navy COOL assists Sailors (active & reserve) by funding the certification & licensing exams that map their Navy education, training, experience, and competencies to industry/civilian-recognized credentials and occupational equivalents. Sailors may obtain funding for credential examinations, renewals, maintenance fees, and other mandatory examination administrative fees.

The following certifications and licenses are applicable to the IT-Information Systems Technician rating. *They may require additional education, training or experience.*

For more information about these credentials, visit NAVY COOL at <https://www.cool.osd.mil/usn/>.

Target Paygrade	Certifying Agency	Credential Title	Date Completed
E4	AXELOS	ITIL Foundation Level	
E5	CertNexus (formerly Logical Operations)	CyberSec First Responder (CFR)	
E5	Cisco Systems, Inc.	Cisco Certified CyberOps Associate	
E5	Cisco Systems, Inc.	Cisco Certified Network Associate (CCNA)	
E6	Cisco Systems, Inc.	Cisco Certified Network Professional (CCNP) Enterprise	
E4	Cisco Systems, Inc.	Cisco Certified Technician Routing and Switching (CCT Routing and Switching)	
E3	Computing Technology Industry Association (CompTIA)	CompTIA A+	
E7	Computing Technology Industry Association (CompTIA)	CompTIA Advanced Security Practitioner (CASP+)	
E6	Computing Technology Industry Association (CompTIA)	CompTIA Cybersecurity Analyst (CySA+)	
E2	Computing Technology Industry Association (CompTIA)	CompTIA IT Fundamentals (ITF+)	
E4	Computing Technology Industry Association (CompTIA)	CompTIA Linux+	
E4	Computing Technology Industry Association (CompTIA)	CompTIA Network+	
E4	Computing Technology Industry Association (CompTIA)	CompTIA Security+	
E5	Computing Technology Industry Association (CompTIA)	CompTIA Server+	
E4	Electronics Technicians Association, International (ETA-I)	Fiber Optics Installer (FOI)	
E5	Electronics Technicians Association, International (ETA-I)	Fiber Optics Technician (FOT)	
E5	Electronics Technicians Association, International (ETA-I)	Fiber Optics Technician (Inside Plant) (FOT-ISP)	
E3	Electronics Technicians Association, International (ETA-I)	General Communications Technician - Level 1 (GCT1)	
E5	Electronics Technicians Association, International (ETA-I)	Information Technology Security (ITS)	
E4	Electronics Technicians Association, International (ETA-I)	Network Systems Technician (NST)	
E6	Global Information Assurance Certification (GIAC)	GIAC Certified Detection Analyst (GCDA)	
E6	Global Information Assurance Certification (GIAC)	GIAC Certified Incident Handler (GCIH)	
E7	Global Information Assurance Certification (GIAC)	GIAC Certified Intrusion Analyst (GCIA)	
E4	Global Information Assurance Certification (GIAC)	GIAC Continuous Monitoring Certification (GMON)	
E7	Global Information Assurance Certification (GIAC)	GIAC Global Industrial Cyber Security Professional (GICSP)	
E7	Global Information Assurance Certification (GIAC)	GIAC Information Security Fundamentals (GISF)	

Target Paygrade	Certifying Agency	Credential Title	Date Completed
E5	Global Information Assurance Certification (GIAC)	GIAC Security Essentials Certification (GSEC)	
E7	Global Information Assurance Certification (GIAC)	GIAC Security Expert (GSE)	
E6	Global Information Assurance Certification (GIAC)	GIAC Security Leadership Certification (GSLC)	
E5	International Association of Privacy Professionals (IAPP)	Certified Information Privacy Technologist (CIPT)	
E7	International Information Systems Security Certification Consortium, Inc. (ISC) <sup>2</sup>	Certified Information Systems Security Professional (CISSP)	
E5	International Information Systems Security Certification Consortium, Inc. (ISC) <sup>2</sup>	Systems Security Certified Practitioner (SSCP)	
E6	ISACA	Certified Information Security Manager (CISM)	
E6	ISACA	Certified Information Systems Auditor (CISA)	
E4	Linux Foundation	Linux Foundation Certified IT Associate (LFCA)	
E3	Linux Professional Institute (LPI)	Linux Professional Institute LPIC-1	
	Microsoft Corporation	Microsoft Certified: Azure Administrator Associate	
	Microsoft Corporation	Microsoft Certified: Azure Data Fundamentals	
	Microsoft Corporation	Microsoft Certified: Azure Database Administrator Associate	
	Microsoft Corporation	Microsoft Certified: Azure Developer Associate	
	Microsoft Corporation	Microsoft Certified: Azure Fundamentals	
	Microsoft Corporation	Microsoft Certified: Azure Security Engineer Associate	
	Microsoft Corporation	Microsoft Certified: Azure Solutions Architect Expert	
	Microsoft Corporation	Microsoft Certified: DevOps Engineer Expert	
E4	Microsoft Corporation	Microsoft Certified: Identity and Access Administrator Associate	
E4	Microsoft Corporation	Microsoft Certified: Information Protection Administrator Associate	
E4	Microsoft Corporation	Microsoft Certified: Security Operations Analyst Associate	
E4	Microsoft Corporation	Microsoft Certified: Security, Compliance, and Identity Fundamentals	

## Out of Rate Certifications and Licensure

Academic Degrees – You are now eligible for credentials towards an earned academic degree.

Cross-Rated Sailors – If you have cross-rated, you now are eligible for credentials related to your prior rating.

Off-Duty or Command-Sponsored Training – You are now eligible for credentials for documented training that fully prepares you for a credential.

Navy Reservists – You may now be eligible for funding of credentials related to your civilian occupation.

Prior Other-Service Enlisted Occupation - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials related to prior other-Service (Army, Air Force, Marine Corps, Coast Guard) enlisted occupation.

Collateral Duty/Out of Rate Assignments - Credentials are also available in these collateral duties/out of rate assignments in which you are serving in or have served in.

Credentials Earned & Maintained Prior to Joining the Navy - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials that were earned, and maintained, prior to your enlistment in the Navy. The certification or license must have relevance to the needs of the Navy, and must appear on Navy COOL, although it does not need to show the Navy Bucks icon to be funded.

\* See the *Additional Funding Opportunities* section on any rating page on Navy COOL for further details.

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**United Services Military Apprenticeship Program (USMAP):** USMAP is available to most active duty occupations and is certified by the U.S. Department of Labor. This is the largest apprenticeship program operating in the U.S. and is recognized by all 50 states. Completion of one of these programs would qualify you as a journeyman, which could mean a significantly higher starting salary in the civilian work force. Most programs require 5-8 years to complete but are transferable if you decide to leave the service prior to completion. USMAP opportunities also exist for SELRES with orders over 12 months.

The following USMAP apprenticeships are applicable to the IT-Information Systems Technician rating.

For more information about these apprenticeships, visit USMAP at <https://usmap.osd.mil/index.htm>.

Apprenticeship	Date Completed
Computer Operator	
Computer Programmer	
Internetworking Technician	
Radio Operator/Maintainer	



## POST MILITARY OCCUPATIONS

The following post military occupations are similar to the IT-Information Systems Technician Rating. For more information about these occupations, visit NAVY COOL at <https://www.cool.osd.mil/usn/>.

Occupation (Civilian Employer)
Broadcast Technicians
Computer and Information Systems Managers
Computer Network Architects
Computer Network Support Specialists
Computer Programmers
Computer Systems Analysts
Computer User Support Specialists
Computer, Automated Teller, and Office Machine Repairers
Database Administrators
Electrical and Electronic Engineering Technologists and Technicians
Information Security Analysts
Information Technology Project Managers
Inspectors, Testers, Sorters, Samplers, and Weighers
Network and Computer Systems Administrators
Radio, Cellular, and Tower Equipment Installers and Repairers
Software Developers
Telecommunications Engineering Specialists
Telecommunications Equipment Installers and Repairers, Except Line Installers
Web Developers

Occupation (Federal Employer)
0132 - Intelligence Series
0335 - Computer Clerk and Assistant Series
0394 - Communications Clerical Series
2210 - Information Technology Management Series
2608 - Electronic Digital Computer Mechanic
9944 - Electronics Technician

## STAY NAVY

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### AC to AC and FTS to FTS - Continue Navy career on Active Duty.

E6 and below with less than 14 years of service will require a C-Way Application to be approved for reenlistment or extension.

Once C-Way application is approved, the Sailor should request to Reenlist or Extend with the appropriate form.

REENLIST / EXTEND: Request Chit/Form:

Career Waypoints-Reenlistment Approval:

School as a Reenlistment Incentive:

Prior Service Reenlistment Eligibility - Reserve (PRISE-R):

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation):  Bonus:  Ceremony:

### RC to AC/FTS

See MILPERSMAN 1306-1505: Sailors may complete a component change from the Reserve Component (RC) to AC (RC2AC/FTS). This not only leverages existing skill sets that reside in the RC population to improve and maintain AC community health, but also provides qualified Sailors with an opportunity to resume or begin a career in the AC/FTS. This component change refers to a permanent transfer from RC2AC/FTS. This voluntary program enables qualified, eligible enlisted RC Sailors to submit applications in Career Waypoints (C-WAY) based on available quotas published on the Bureau of Naval Personnel (BUPERS), Enlisted Community Manager (BUPERS-32) Web page at: <https://www.public.navy.mil/bupers-npc/enlisted/community/selres/Pages/EnlistedReserveOpportunities.aspx>.

If you have any questions or concerns, contact your unit or NOSC career counselor.

### RC to RC - Continue your Navy career as a Reservist.

Submit reenlistment request utilizing NAVRES 1160/1 Drilling Reservist Reenlistment Worksheet.

REENLIST / EXTEND: Request Chit/Form:

School as a Reenlistment Incentive:

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation):  Bonus:  Ceremony:

### AC/FTS to CIP

The Career Intermission Program allows Officers and Enlisted Sailors to transfer out of the active component (AC/FTS) and into the Individual Ready Reserve for a period of one to three years to pursue personal or professional obligations outside the Navy, while providing a means for their seamless return to active duty.

For additional information, go to: <https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/IRR/Pages/CIP.aspx>.

### AC/FTS to Secretary of the Navy Tours with Industry

This program provides a venue for exceptional Sailors to experience innovative business practices. Navy fellows are fully immersed in company practices and will be actively engaged in projects and company operations. Past fellows were assigned to companies including VMware, Qualcomm, Apple, Inc., Boeing, Tesla, Oak Ridge National Laboratory, GE Digital, Amazon, FedEx, Northrup Grumman, Space X, LinkedIn and USAA.

For additional information go to: <https://www.public.navy.mil/bupers-npc/career/talentmanagement/Pages/SNTWI.aspx>.

### Canvasser Recruiter (CANREC)

The Canvasser Recruiter (CANREC) Recall Program is a voluntary and temporary recall program for RC personnel to serve as production recruiters in support of the Navy Prior Service recruiting mission. Personnel eligible to volunteer for a Definite (also termed as "temporary") Recall to Active Duty (ACDU) as a CANREC are Reserve Component (RC) members, specifically Selected Reserve (SELRES), Individual Ready Reserve (IRR-ASP), and Voluntary Training Unit (VTU) personnel.

For additional information, go to:

<https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/definiterecall/Pages/CANRECRecall.aspx>.

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### Career Waypoints-Reenlistment:

The Command Career Counselor is your local advocate to assist you with the Career Waypoints application process.

- E3-E6 Sailors with less than 14 years of service must submit a Career Waypoints application, regardless of reenlistment intentions. Sailors who do not desire to reenlist will submit an "intends to separate" application. Sailors not eligible for reenlistment will submit a "not eligible" application.
- The Career Waypoints system automatically generates most of the applications needed by Sailors. Applications must be submitted no later than 16 months prior to expiration of active/reserve obligated service (EAOS/EOS) or as extended (SEAOS/SEOS). Sailors with less than 24 months of contract time remaining at their projected rotation date (PRD) will submit an application 15 months prior to their PRD. In either case, the Career Waypoints system will automatically generate

applications for Sailors 18 months prior to either timeframe. Applications required outside of the established C-Way gates can be submitted as Special Circumstance applications. Examples of when these may be needed include OBLISERVE for special duty, decommissioning or homeport shift.

- The C-Way 3-2-1 Process aligns career decisions with the detailing process. Soft End of Active/Reserve Obligated Service (SEAOs/SEOS)/End of Active/Reserve Obligated Service (EAOS/EOS) applications are created by C-Way at the 18 month from S/EAOS/EOS mark and must be submitted by the Command Career Counselor at the 16 month mark. This provides time for the Career Counselor to validate the Sailor's information and to ascertain the Sailors career intentions. The first C-Way review gate occurs from 16 to 13 months from S/EAOS/EOS with career choice options of in-rate, conversion, and Selected Reserve. The second review gate occurs from 12 to 9 months from S/EAOS/EOS with career choice options of conversion and Selected Reserve. From 8 months to 4 months to S/EAOS/EOS the Sailor can only choose Selected Reserve affiliation.
- Monthly reenlistment quotas are limited and must be reserved for our best and brightest Sailors who desire to Stay Navy. Sailors must choose one of the following based on their desires and qualifications:
  - Reenlist-in-Rate,
  - Reenlist-in-rate, Willing to Convert
  - Convert only
  - AC to AC or FTS to FTS
  - RC to AC/FTS
  - RC to RC
  - AC/FTS to CIP (Intermission)
  - AC/FTS to Tour w/ Industry
  - SELRES option
  - Canvasser Recruiter
  - Intend to separate
  - Not eligible

In February 2014, C-Way delivered auto-approval capabilities to provide reenlistment decisions on S/EAOS/EOS applications more quickly for eligible ratings. This changed the monthly processing of reenlistment applications as described below.

- If you are in an, "open" rating or a "balanced" rating in an undermanned year group or an E6, you are eligible for reenlistment, and your application is submitted with correct data it will be auto-approved and returned immediately, and you can reenlist.
- If you are in a "competitive" rating or a balanced rating but not an undermanned year group, then your application will be processed through the monthly Rack and Stack process. Applications submitted in one month are processed in Rack and Stack the following month.
- For Nuclear ratings, all applications are reviewed by enlisted community managers on an ongoing basis throughout the processing month.
- If required data is missing (evaluations, Physical Fitness Assessment (PFA) data, security clearance etc.) the application will be denied with a note to your career counselor regarding what needs to be fixed. It is critical the Command Career Counselor reviews these notes to ensure Sailors are not disadvantaged in their opportunities for retention.
- Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoint system.
- For additional guidance, see MILPERSMAN 1160-140, NAVADMIN 231/17, and your Career Counselor  
Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or [askmncc@navy.mil](mailto:askmncc@navy.mil)

### **Targeted Reentry Program (TRP)**

NAVADMIN 047/18 empowers COs with the ability to identify and recommend SELRES on active duty/Definite Recall (ACDU) and Full Time Support (FTS) enlisted personnel, who are the best and brightest, the option for expedited reentry to Active Duty in the Navy.

- *Golden Ticket* – Sailors are guaranteed an expedited return to ACDU within one year from separation from ACDU. Sailors who do not use their Golden Ticket within one year are automatically convert to a Silver Ticket for one additional year. Sailors must remain fully qualified.
- *Silver Ticket* – Sailors are afforded an expedited return to ACDU within two years from separation date. This opportunity is subject to Needs of the Navy (NOTN) and provided the Sailor remains fully qualified.

Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoints system.

For additional guidance, see MILPERSMAN 1001-260, NAVADMIN 231/17, and your Career Counselor  
Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or [askmncc@navy.mil](mailto:askmncc@navy.mil)

**AC/FTS TRANSFER:**

<u>15 Months</u>	<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>Orders Received</u>
Career Waypoint [REDACTED]	Career Waypoint [REDACTED]	Career Waypoint [REDACTED]	Accept Orders [REDACTED]	Screening [REDACTED]
Exception Family Member [REDACTED]	Exception Family Member [REDACTED]	Medical/Dental [REDACTED]	Reverse Sponsor [REDACTED]	Obligate [REDACTED]
MNA [REDACTED]	MNA [REDACTED]	MNA [REDACTED]	Relocation (FFSC) [REDACTED]	Bonus [REDACTED]
Mil to Mil [REDACTED]	Eval [REDACTED]	SRB [REDACTED]	SRB [REDACTED]	
Family Care Plan [REDACTED]				
Continuous Overseas Tours (COT) [REDACTED]				
Overseas Tour Extension Incentive Program (OTEIP) [REDACTED]				

**SELRES TRANSFER:**

<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>3 Months</u>	<u>Orders Received</u>
MNA [REDACTED] (verify account access)	MNA [REDACTED] (extend in current field)	MNA [REDACTED] (apply for billets)	MNA [REDACTED] (apply for billets)	Sign Eval [REDACTED]
Family Care Plan [REDACTED]		Start Eval [REDACTED]		
Mil to Mil [REDACTED]		Reverse Sponsor [REDACTED]		
		Incentives/EOS opportunities [REDACTED]		

For additional assistance in transfer and relocation, go to the Military OneSource website:  
<https://www.militaryonesource.mil/> and visit your Fleet and Family Support Center on base.

**SEPARATING/RETIRE\*:**

<u>18 -12 months</u>	<u>6 months</u>	<u>90 days</u>	<u>30 days</u>
TAP* [REDACTED]	MED/DEN [REDACTED]	Copy of Records [REDACTED]	Copy of Records [REDACTED]
Complete DD 2648 [REDACTED]	Relocation [REDACTED]	Official Record CD [REDACTED]	PSD [REDACTED]
Transition Planning [REDACTED]	Relocation Services (FFSC) [REDACTED]	Arrange Ceremony [REDACTED]	MED/DEN [REDACTED]
Annual Statement of Service History (ASOSH) [REDACTED] Reserve Only	Reserve Affiliation [REDACTED]	Request Leave / PTDY [REDACTED]	DD 214* [REDACTED]
	VA/DVA [REDACTED]		

\*Upon demobilization, SELRES will need Transition Assistance Program (TAP) and DD-214; DD-214 is not required for Reserve Retirements.

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**PHYSICAL FITNESS:**

Participate in a year-round physical fitness program to meet Navy fitness and BCA standards. Review and verify accuracy of PFA data in PRIMS within 60 days of the PFA cycle. (PRIMS is accessible through your BUPERS Online Account)

Height  Weight  If Required (AC  BCA  )

Last 2 PRT Cycles: Forearm Plank  /  Push-ups  /  Run/Swim/Cardio  /

Overall Score  /

List date (if) any PRT/BCA failure(s) over the last 5 years  /

List if any Medical Waiver(s)  /

For more information on Navy Fitness, visit: [https://www.public.navy.mil/bupers-npc/support/21st\\_Century\\_Sailor/physical/Pages/default2.aspx](https://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/physical/Pages/default2.aspx)

## PROFESSIONAL MILITARY EDUCATION (E1/E2/E3)

(Resident and non-resident coursework designed to enhance a Sailor's general military professional knowledge and abilities)

**EDUCATION: (Prior to considering any pursuit of off duty education or program enrollment call the Navy College Virtual Education Center (NCVEC) 877-838-1659 or Visit your overseas Navy College Office.)**

Education Plan Completed (Navy College Office/NCVEC)

Current Education Level

Degree Goal

\*\* Various degree options are available in the Advanced Education section. \*\*

Goal: Date: AA/AS  BA/BS  Master   
(Credits to earn a degree - AA/AS: 60 SH/90 QH, BA/BS: 120 SH/180, QH, Master /Doctorate: Variable based on program)

Number of current credits  American Council on Education (ACE) recommended credits

Joint Service Transcripts (JST)

HS Transcripts  College Transcripts

Date Degree Obtained: AA/AS  BA/BS  Master  Doctorate

For entry into JST, have your College/University send official transcripts to:  
Naval Education and Training Command N644  
JST Operation Center  
6490 Saufley Field Road  
Pensacola, FL 32509  
Email: [JST@DODED.mil](mailto:JST@DODED.mil)

**VOLUNTARY EDUCATION: Links to study guides, exam preparations, and practice tests are located on the DANTES website <https://www.dantes.doded.mil/>**

Academic skills  NCPACE  CLEP  DSST

TA  MGIB  MGIB-SR  Post 9/11 GIB

**E1/E2/E3 REQUIRED NAVY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Foundational Leader Development Course <sup>5</sup>	Water front/ Flightline/ Various <sup>4</sup>	NELD-03	2.5 days	
Navy Military Training (Life Skills) (Pre-A School Delivery only) <sup>6</sup>	Command Delivered	A-500-1000	2 days	
Professional Military Knowledge Eligibility Exam (PMK-EE) for E4	Navy e-Learning	NETCPDC-PMK-EE-E4-1.0		
Ethics Training	Command Delivered			
<b>Required General Military Training Topics For FY 2022 (Delivery determined by command discretion) <sup>1</sup></b>				
Sexual Assault Prevention and Response Awareness (SAPR) <sup>3</sup>	Command Delivered	CPPD-GMT-SAPRA-1.0		
Cyber Awareness Challenge	MNP	DOD-IAA-V16.0		
Counterintelligence Awareness and Reporting	Command Delivered/ MNP	DOD-CIAR-1.0		
Records Management	Command Delivered/MNP	DOR-RM-010-1.2		
Privacy Act	Command Delivered			
Suicide Prevention <sup>3</sup>	Command Delivered	CPPD-GMT-SAP-1.0		
Antiterrorism Level I <sup>2</sup>	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		

1 - Verify GMT topics on the My Navy Portal (MNP) GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - The recommended method of delivery for SAPR and Suicide Prevention annual training is via face-to-face, small group facilitated discussions.

4 - See MNP Enlisted Leadership Development page: <https://www.mnp.navy.mil/group/training-education-qualifications/enlisted-leader-development>.

5 - Available for paygrades E3 and E4

6 - Required for delivery in "A" School for all ratings

**E1/E2/E3 REQUIRED COMMUNITY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
None				



**E1/E2/E3 RECOMMENDED NAVY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Basic Military Requirements (NAVEDTRA 14325) (EDITION 1/1/2002)		NAVEDTRA 14325		
Professional Military Knowledge Eligibility Exam (PMK-EE) Study Material	Navy e-Learning	NETCPDC-PMK-EE-SM-1.0		
Military Requirements for Petty Officer Third and Second Class	Navy e-Learning	NRTC-NAVEDTRA-14504-MRFPO-TASC-1.0		
Introductory Enlisted Professional Military Education (IEPME)	Navy e-Learning	Military DON/ PME	18 hrs	
Block 1 Introductory EPME - Introduction	Navy e-Learning	NWC-IEPME-INTRO-B1	-	
Block 2 Introductory EPME - History and Traditions	Navy e-Learning	NWC-IEPME-INTRO-B2	3 hrs	
Block 3 Introductory EPME - Enlisted Professionalism	Navy e-Learning	NWC-IEPME-INTRO-B3	3 hrs	
Block 4 Introductory EPME - Policy and the Navy	Navy e-Learning	NWC-IEPME-INTRO-B4	3 hrs	
Block 5 Introductory EPME - Planning for Operations	Navy e-Learning	NWC-IEPME-INTRO-B5	3 hrs	
Block 6 Introductory EPME - Regional and Cultural Awareness	Navy e-Learning	NWC-IEPME-INTRO-B6	3 hrs	
Block 7 Introductory EPME - Technology in the Maritime Domain	Navy e-Learning	NWC-IEPME-INTRO-B7	3 hrs	
Block 8 Introductory EPME - Conclusion	Navy e-Learning	NWC-IEPME-INTRO-B82	-	
Cultural Awareness	Navy e-Learning	Foreign Language and Culture	45 hrs	
Navy Reserve Fundamentals for Active Duty Course	Navy e-Learning	NAVRESFOR-NRF-3.0	10 hrs	
Nutrition	Navy e-Learning	NMHCI2107V2.1	1 hour	
Personal Financial Management	Navy e-Learning	CPD-PFM-1.0	8 hrs	
PREVENT	Command Delivered	S-501-0150	24 hrs	
<b>Recommended General Military Training Topics For FY 2022 (Delivery determined by command discretion) <sup>1</sup></b>				
Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Combating Trafficking of Persons General Awareness	Command Delivered/ MNP	DOD-CTIP-3.0		
Domestic Violence Prevention and Reporting	Command Delivered	CPPD-GMT-DV-1.1		
Electromagnetic Maneuver Warfare	Command Delivered/ MNP	NAVIFOR-FEWC-EMW-01.01		
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Equal Opportunity, Harassment, and Resolution Options	Command Delivered	CPPD-GMT-EOSH-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management (ORM)	Command Delivered	CPPD-GMT-ORMTC-1.0		
Operations Security	Command Delivered/ MNP	NOST-USOPSEC-3.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM-1.0		
Sexual Health and Responsibility	Command Delivered	CPPD-GMT-SHR-1.0		
Stress Management	Command Delivered	CPPD-GMT-SM-1.0		
Traumatic Brain Injury	Command Delivered			
Privacy Act	Command Delivered	DON-PRIV-2.0		
Antiterrorism Level   <sup>2</sup>	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		
Tactical Combat Casualty Care All Service Member/Tier 1	Command Delivered	B-300-2010		
Financial Management <sup>3</sup>	Command Delivered			

1 - Verify GMT topics on MyNavy Portal GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - Does not have a mandatory periodicity but is required at career touch points per CNO WASHINGTON DC/191539ZJUL16.

**Courses with Recommended Reserve Points:**

Commander Navy Reserve Forces (CNRF) N7 determines the number of reserve points awarded for completion of a course taken on Navy e-Learning. This listing should only be used as a guide and is subject to change by direction of CNFR N7.

Navy e-Learning has no control over how many, if any, reserve points are eventually awarded for the completion of a course. All questions concerning the award of reserve points should be directed to CNFR N7.

**E1/E2/E3 RECOMMENDED RESERVE PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Navy Reserve Fundamentals Course (E1-E9)	Navy e-Learning	NAVRESFOR-NRF-3.0		
Navy Reserve Order Writing System/Reserve Defense Travel System (E1-E9)	NRPDC New Orleans	R-510-5514	5 days	
Reserve Medical Administration (E1-E7)	NRPDC New Orleans	R-500-0007	5 days	
Reserve Pay and Personnel Management (E1-E9)	NRPDC New Orleans	R-500-0020	5 days	
Non-Prior Service Accession Program	Navy e-Learning	CNRFC-NPSAP-2 /DoN 0	23 hrs	
Guidance for Mobilization	Navy e-Learning	CNRFC-GMB-1.1 /DoN	4 hrs	
Military Sealift Command 101	Navy e-Learning	CNRFC-MS101 /DoN 1.1	24 hrs	

For more details or to check for updates please check CANTRAC or the NRPDC Sharepoint page (CAC required):

[https://private.navyreserve.navy.mil/NRPDC/Pages/NRH\\_Default.aspx](https://private.navyreserve.navy.mil/NRPDC/Pages/NRH_Default.aspx)

**E1/E2/E3 RECOMMENDED COMMUNITY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Common Operating Environment (COE) Message Processor (CMP) Legacy	Navy e-Learning /DON/ Navy Comm & MSG	SPAWAR-COELEG-1.0	Self-paced	
Common Operating Environment (COE) Message Processor (CMP)	Navy e-Learning /DON/ Navy Comm & MSG/ SPAWAR_COE_1.0	SPAWAR_COE_1.0	Self-paced	
Common Message Administrator (CMA)	Navy e-Learning /DON/ Navy Comm & MSG/ SPAWAR_COE_1.0	SPAWAR_COE_1.	Self-paced	
Operate and Troubleshoot the KIV-7M	Navy e-Learning /DON/ Navy Comm & MSG	CRS-9631	Self-paced	
New Accession Professional Development (NAPD) Reserve only	Multiple locations		5 days	

## MILGEARS

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[MilGears \(https://milgears.osd.mil/\)](https://milgears.osd.mil/) has been developed to serve Sailors while they serve, as they transition, and beyond. Whether you're committed to completing a single enlistment term or plan to retire from the military, everyone gets out eventually. MilGears exists to help you plan in advance for that time by highlighting future possibilities and helping you visualize how to reach those goals. Tools on MilGears analyze your unique history - your military duties and training, civilian education and credentialing, and apprenticeships - to provide customized results.

Key features include:

- No PII is stored on the MilGears servers – it does not save or collect any of your information.
- The ability for you to save an encrypted file to save your progress and return to the tool at any time.
- Auto-filling of tools based on uploaded service history document (ETJ, JST, or VMET).
- An easy-to-read PDF summary of your military history that you can keep as a reference.

Of the several tools found on MilGears, the two most common that Sailors would use are the **Engage My Career Tool** and the **Quick Explorer Tool**.

### ENGAGE MY CAREER TOOL

The Engage My Career (EMC) Tool, available from the [MilGears](#) home page, analyzes your unique history to provide customized results. The EMC Tool looks at what you've done in the military to date by guiding you through a series of questions that collect information such as: your rating, pay grade, duty station history, training, NECs, qualifications (applicable to Mariner careers), and civilian education or credentials. The EMC Tool then takes this information and helps you determine your best path forward by showing you the possible occupation options you may be eligible for based on your current experience.

Customized output includes:

- Civilian occupations that may be attainable or nearly attainable.
- Apprenticeships, certifications, and education that can help you fill training gaps or that could make you more competitive in the job market.
- How You Stack Up – a detailed view of how you compare to the typical requirements for civilian occupations and credentials.
- Next Steps – recommendations to fill gaps to enter an occupational field.

### QUICK EXPLORER TOOL

The Quick Explorer Tool, available from the [MilGears](#) home page, allows Service members to explore occupations without uploading personal information.

The following areas are available for exploration:

- Credentials – explore pathways related to a specific credential such as a degree, a certification, a USMAP apprenticeship or a federal license.
- Career Goals – explore pathways based on career goals through job family, industry and more.
- Military Occupation – explore pathways by MOC to view 'best-fit' pathways based your military occupation. Pathways include academic, industry, apprenticeship, cross-rate opportunities, and post-service employment opportunities.
- Interests – answer a series of questions designed to discover your personal interests and connect them to career pathways.

## NAVY PROFESSIONAL READING PROGRAM (PRP)

The purpose of the Chief of Naval Operations Professional Reading Program (CNO PRP), maintained by CNO PRP program managers at the U.S. Naval War College, is to facilitate the professional and personal development of all Sailors. For additional information on the CNO PRP visit <https://www.navy.mil/CNO-Professional-Reading-Program/>

### READINESS

Visit <a href="https://www.navy.mil/CNO-Professional-Reading-Program/Readiness/">https://www.navy.mil/CNO-Professional-Reading-Program/Readiness/</a> for more information.		
Foundational	Advanced	Capstone
Ghost Fleet – <i>Singer</i>	Matterhorn - <i>Marlantes</i>	Leaders Eat Last - <i>Sinek</i>
Guide to Maritime Strategy – <i>Holmes</i>	Red Star Over the Pacific - <i>Holmes &amp; Yoshihara</i>	Mindset: Psych of Success - <i>Dweck</i>
Neptune's Inferno - <i>Hornfischer</i>	Seapower: Guide for 21st Century - <i>Till</i>	The Infinite Game - <i>Sinek</i>
Six Frigates – <i>Toll</i>	The Leader's Bookshelf - <i>Stavridis</i>	What is it Like to go to War - <i>Marlantes</i>

### CAPABILITIES

Visit <a href="https://www.navy.mil/CNO-Professional-Reading-Program/Capabilities/">https://www.navy.mil/CNO-Professional-Reading-Program/Capabilities/</a> for more information.		
Foundational	Advanced	Capstone
AI Basics - <i>Taulli</i>	Fifth Domain: Cyber - <i>Clarke</i>	Deep Thinking: AI - <i>Kasparov</i>
Army of None - <i>Scharre</i>	Human Compatible - <i>Russell</i>	Four Global Forces - <i>Dobbs</i>
Burn-In - <i>Singer</i>	New Rules of War - <i>McFate</i>	Genius Weapons - <i>DeMonte</i>
The Future of War - <i>Freedman</i>	The Perfect Weapon - <i>Sanger</i>	Inevitable - <i>Kelly</i>
The Next 100 Years - <i>Friedman</i>		

### CAPACITY

Visit <a href="https://www.navy.mil/CNO-Professional-Reading-Program/Capacity/">https://www.navy.mil/CNO-Professional-Reading-Program/Capacity/</a> for more information.		
Foundational	Advanced	Capstone
Fearless-SEAL Team Six - <i>Blehm</i>	American Naval Thinking - <i>Haynes</i>	End of Grand Strategy - <i>Dombrowski</i>
One Nation Under Drones - <i>Jackson</i>	Fleet Tactics - <i>Hughes</i>	Our Robots Our Selves - <i>Mindell</i>
The Fleet at Flood Tide - <i>Hornfischer</i>	Just and Un-Just Wars - <i>Walzer</i>	Second Most Powerful Man - <i>O'Brien</i>
Tin Can Sailors - <i>Hornfischer</i>	Seapower - <i>Stavridis</i>	The Future of Violence - <i>Wittes</i>

### SAILORS

Visit <a href="https://www.navy.mil/CNO-Professional-Reading-Program/Sailors/">https://www.navy.mil/CNO-Professional-Reading-Program/Sailors/</a> for more information.		
Foundational	Advanced	Capstone
Dichotomy of Leadership - <i>Willink</i>	A Tactical Ethic - <i>Couch</i>	Fortune Favors Boldness - <i>Costello</i>
Ego is the Enemy - <i>Holiday</i>	Character Gap - <i>Miller</i>	No Pity - <i>Shapiro</i>
How to be an Anti-Racist - <i>Kendi</i>	Fed Up - <i>Hartley</i>	Road to Character - <i>Brooks</i>
Tiny Habits - <i>Fogg</i>	Military Ethics - <i>Lucas</i>	The Honest Truth about Dishonesty - <i>Aire</i>
We Can't Talk About That at Work - <i>Winters</i>	Sexual Minorities and Politics - <i>Pierceson</i>	The New Jim Crow - <i>Alexander</i>
	Start with Why - <i>Sinek</i>	

### MCPON's Suggested Reading

Visit <a href="https://www.navy.mil/CNO-Professional-Reading-Program/MCPON-Suggested-Reading/">https://www.navy.mil/CNO-Professional-Reading-Program/MCPON-Suggested-Reading/</a> for more information.		
Master Chief Petty Officer of the Navy (MCPON) Russell Smith identified these 21 additional books as suggested reading.		
A Call to Conscience - <i>Carson, Shepard, Young</i>	Happiness Advantage - <i>Achor</i>	Starship Troopers - <i>Heinlein</i>
Blink: Power of Thinking - <i>Gladwell</i>	Jonathan L. Seagull - <i>Bach</i>	Team of Teams - <i>McChrystal, Collins, Silverman, Fussell</i>
Brave New World - <i>Huxley</i>	Only Women in the Room - <i>Benedict</i>	The Captain Class - <i>Walker</i>
Cannonball! - <i>Yates</i>	Overcome - <i>Redman</i>	The Good Shepherd - <i>Forester</i>
Class 11 - <i>Waters</i>	Perform Under Pressure - <i>Evans</i>	The Old Man's Trail - <i>Campbell</i>
Descent Into Darkness - <i>Raymer</i>	Run Silent, Run Deep - <i>Beach</i>	Tragedy at Honda Point - <i>Lockwood</i>
Duty: A Memoir - <i>Gates</i>	Shoot the Women First - <i>MacDonald</i>	We Die Alone - <i>Howarth</i>

Nearly 200 years ago, the Navy ordered its ships be outfitted with a reading list of 37 books in order to help train and educate Sailors. The Navy's leaders knew then what is still the case today: to outthink our competitors we must study and apply lessons we've learned from our past. Furthermore, it is critically important for our Navy to be a learning organization. And one of the very best ways to do that is to foster an environment where every Sailor deepens their level of understanding and learning.

That is why we launched an updated Chief of Naval Operations Professional Reading Program (CNO-PRP) reading list, with a motto of "Read Well to Lead Well."

## E1/E2/E3 RECOMMENDED COMMUNITY READING

Title	Completed
ACP 131(F), Communication Instructions Operating Signals; <a href="https://wss.apan.org/s/CCEB/public/Forms/acps.aspx">https://wss.apan.org/s/CCEB/public/Forms/acps.aspx</a> <i>Allied Communication Publication</i>	
Naval Telecommunications Procedures, NTP 2 Section 2 (E), Navy Ultra High Frequency Satellite Communications	
Naval Telecommunications Procedures, NTP 2 Section 3 (B), Navy Extremely High Frequency Satellite Communications	
Naval Telecommunications Procedures, NTP 2 Section 4 (A), Navy Commercial Satellite Communication	
Naval Telecommunications Procedures, NTP 2 Section 5 (Oct01), Navy Satellite Communications (SATCOM) Broadcast Services	
Naval Telecommunications Procedures, NTP 3(K), Telecommunications Users Manual Operating Procedures	
Fleet Communications <i>NTP 4 (E)</i>	
CMS-1	
ACP 125 (G), Communications Instructions Radiotelephone Procedures; <a href="https://wss.apan.org/s/CCEB/public/Forms/acps.aspx">https://wss.apan.org/s/CCEB/public/Forms/acps.aspx</a> <a href="https://wss.apan.org/s/CCEB/public/Forms/acps.aspx">https://wss.apan.org/s/CCEB/public/Forms/acps.aspx</a>	
ACP 113(AJ), Call Sign Book For Ships <i>Allied Communication Publication</i>	
ACP 127(G), Communication Instructions Tape Relay Procedures; <a href="https://wss.apan.org/s/CCEB/public/Forms/acps.aspx">https://wss.apan.org/s/CCEB/public/Forms/acps.aspx</a> <i>Allied Communication Publication</i>	
ACP 130(A), Common Directory Services and Procedures; <a href="https://wss.apan.org/s/CCEB/public/Forms/acps.aspx">https://wss.apan.org/s/CCEB/public/Forms/acps.aspx</a> <i>Allied Communication Publication</i>	
ACP 133(D), Common Directory Services And Procedures; <a href="https://wss.apan.org/s/CCEB/public/Forms/acps.aspx">https://wss.apan.org/s/CCEB/public/Forms/acps.aspx</a> <i>Allied Communication Publication</i>	
ACP 133 SUPP-1(A), Common Directory Services and Procedures Supplement; <a href="https://wss.apan.org/s/CCEB/public/Forms/acps.aspx">https://wss.apan.org/s/CCEB/public/Forms/acps.aspx</a> <i>Allied Communication Publication</i>	
ACP 137(A), Pegasus Directory Services Technical Architecture; <a href="https://wss.apan.org/s/CCEB/public/Forms/acps.aspx">https://wss.apan.org/s/CCEB/public/Forms/acps.aspx</a> <i>Allied Communication Publication</i>	
ACP 185(A), Public Key Infrastructure (PKI) Cross-Certification Between Combined Communications - Electronics Board (CCEB) Nations; <a href="https://wss.apan.org/s/CCEB/public/Forms/acps.aspx">https://wss.apan.org/s/CCEB/public/Forms/acps.aspx</a> <i>Allied Communication Publication</i>	
SECNAV 5239.2, DON Cyberspace IT and Cybersecurity Workforce Management and Qualification <a href="https://doni.documentservices.dla.mil">https://doni.documentservices.dla.mil</a>	
Department of Defense 8570.01-M Information Assurance Workforce Improvement Program <a href="https://iase.disa.mil/iawip/pages/policyref.aspx">https://iase.disa.mil/iawip/pages/policyref.aspx</a>	
Department of Defense 8140.01 Cyberspace Workforce Management <a href="https://iase.disa.mil/iawip/pages/policyref.aspx">https://iase.disa.mil/iawip/pages/policyref.aspx</a>	



## ALL PAYGRADES VOLUNTARY EDUCATION



**Note:** Prior to considering any pursuit of off duty education or program enrollment contact the Navy College Virtual Education Center (NCVEC) or visit your Overseas Navy College Office.

**You must complete the Tuition Assistance Training before your first course will be approved.**

**Complete the online courses at the Navy College Website: <http://www.navycollege.navy.mil/>**

### How do I get started?

You already have. All your training up to this point is part of your Information Systems Technician Roadmap. Now that you have made the first steps you will need to sit down and formulate a plan. This plan will work best if you start out discussing your options with your Leading Chief Petty Officer, Leading Petty Officer, Mentor, or Career Counselor. They will help you understand all of the basics. Then your next step is to contact the Navy College Virtual Education Center or visit your Overseas Navy College Office. Then your counselors will be able to help you formalize your plan and make sure that it makes sense for both you and the Navy. To aid you in your conversation with these professionals, here are a few questions that you may want to ask.

What credits do you have? What non-college courses have you taken? Where do you want to go? What field of study, or what kind of degree? What program will help me get there: Traditional or Online? What are my next steps: Transfer credits, take exams, have experience evaluated, or sign up for new courses?

### RECOMMENDED OCCUPATIONAL-RELATED ASSOCIATE'S DEGREE FOR IT

Recommended Associates' degrees for the Seaman
Computer Science
Computer Information Systems
Computer Network Technology
Computer Programming
Computer Science Technology
Computer Systems Analysis
Information Technology
Networking Security Management
Computer Programming and Analysis
Computer and Information Science

### RECOMMENDED OCCUPATIONAL-RELATED BACCALAUREATE/MASTERS DEGREE FOR IT

Recommended Bachelors/Masters degrees for the Seaman
Information Systems Management
Computer Information Science
Computer Science
Computer Information Systems
Computer Engineering
Software Engineering
Computer Forensics
Computer Networking
Information Assurance
Information Systems Security
Information Technology
Network Management
Network Security

## GENERAL INFORMATION ON VOLUNTARY EDUCATION

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### The Navy College Program & Web Page:

The Navy College Program (NCP) provides opportunities to Sailors to earn college degrees by providing academic credit for Navy training, work experience, and off-duty education. The NCP mission is to enable Sailors to obtain a college degree while on active duty. In support of the four R's - Recruiting, Readiness, Retention, and Respect - the NCP signifies Navy's commitment to education by improving enlistment appeal; demonstrating Navy service and achieving a college degree are compatible; helping Sailors apply themselves to new situations and challenges and better preparing them for advancement; building up Sailors' self-image; and producing higher quality Sailors.

- More information is available online at: <https://www.navycollege.navy.mil>

### Tuition Assistance (TA):

NAVADMIN 114/19 limit changes as of 1 October 2019: TA provides funds for eligible active-duty personnel to attend approved educational institutions on an off-duty basis to earn a high school diploma, vocational/technical certificate, or college degree. TA pays for tuition. TA will pay for the following amount per career: 120 semester hours, or 180-quarter hours or 1800 clock hours or a combination of semester, quarter and clock hours. TA will pay the following amounts per fiscal year: 12 semester hours, not to exceed \$250/credit for semester hours or 18-quarter hours not-to-exceed \$166.67/credit for quarter hours or, 180 clock hours not-to-exceed \$16.67/clock hours or a combination of semester, quarter and clock hours.

- More information is available online at: <https://www.navycollege.navy.mil>

### Joint Service Transcripts (JST)

JSTs are official military transcripts which are used by colleges to validate your actual credited training. Every Sailor has a transcript already and access to it is free.

- More information is available online at: <https://jst.doded.mil/>

### The American Council on Education (ACE)

ACE has reviewed every course listed in the OCCUPATIONAL Roadmap and determined what type of collegiate level credit is recommended. The ACE identifier, listed with each course, is a source to validate the information and to check for changes as they occur.

- Updates can be found at <http://www.acenet.edu/news-room/Pages/Military-Guide-Online.aspx>.

### Vocational Certificates

Vocational Certificates are available from most community colleges. Most of your military training can be counted toward their degree programs, but they will still require residency credits and approximately 40-75 credit hours. These certificates can be as valuable as the apprenticeship program in the civilian work force.

### College credits by Testing CLEP, DSST

Testing can replace the requirement to attend most of the college courses listed in the Occupational Roadmap. Base Education Centers offer CLEP and DSST exams for active duty military at no cost. They also offer a comprehensive list of "credit-by-exam" tests. Additionally, many of the tests have study guides available. These tests are available at the base education center or through the base library system. For specific testing locations visit the DANTES website.

- Navy College Program: <https://www.navycollege.navy.mil/information-for-sailors/pre-college-testing-and-college-credit.htm>
- DANTES: <http://www.dantes.doded.mil/examinations/earn-college-credit/earn-college-credit.html>

### College Entrance Exams Testing ACT, SAT

The ACT and SAT are both standardized tests that help colleges evaluate candidates. Many colleges require that students submit test results as part of the admission application process. Since Sailors are considered transfer students, these tests are not generally required for admission. However, some Sailors must take the tests to enter specific military programs.

- Navy College Program (ACT SAT): <http://www.navycollege.navy.mil/information-for-sailors/college-entrance-exams.htm>
- DANTES (ACT SAT): <http://www.dantes.doded.mil/examinations/college-admissions/act.html>

## **SAMPLE DEGREE PLAN**

### **Computer Engineering Technology Bachelor's Degree Curriculum**

<b>Course Name</b>	<b>Theory</b>	<b>Lab</b>	<b>Credits</b>
Fundamentals of DC Circuits	3	0	3
DC Circuits Lab	0	1	1
Precalculus	3	0	3
Engineering and Ethics	3	0	3
General Chemistry	3	1	4
Communication Elective	3	0	3
Fund of AC Circuits	3	0	3
AC Circuits Lab	0	1	1
Depth Requirement Elective	3	0	3
Programming Essentials	3	0	3
Communication Elective	3	0	3
Behavioral & Soc Science Elective	3	0	3
Electronics I	3	0	3
Electronics I Lab	0	1	1
Behavioral & Soc Science Elective	3	0	3
Communication Elective	3	0	3
Behavioral & Soc Science Elective	3	0	3
Humanities & Fine Arts Elective	3	0	3
Programming in C	3	1	4
Digital Electronics	3	0	3
Digital Electronics Lab	0	1	1
American Government I	3	0	3
Physics I	3	1	4
Physics II	3	1	4
Microprocessor Sys Engr	3	0	3
Microprocessor Sys Lab	0	1	1
Electronics II	3	0	3
Electronics II Lab	0	1	1
Programming in C++	3	1	4
Calculus I	4	0	4
Analog Integrated Cir	3	0	3
Integrated Circuits Lab	0	1	1



Computer Networks	3	0	3
Advanced Microprocessors	3	0	3
Adv Microprocessors Lab	0	1	1
Calculus II	4	0	4
Signals and Systems Theory	3	0	3
Signals and Systems Lab	0	1	1
Modern Digital Design	3	0	3
Modern Digital Design Lab	0	1	1
Elective w/Lab 300 level or higher	3	1	4
Technical Project Management	3	0	3
Capstone Project	3	0	3
Elective w/Lab 300 level or higher	3	1	4
Elective 200 level or higher	3	0	3
<b>TOTAL HOURS</b>	<b>107</b>	<b>17</b>	<b>124</b>

## REFERENCES

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### Navy Enlisted Learning and Development Programs:

- Learning and Development Roadmap for Enlisted Sailors, OPNAVINST 1500.77(series)
- Navy Enlisted Retention and Career Development Program, OPNAVINST 1040.11(series)
- Career Counselor Handbook, NAVPERS 15878L
- Command Sponsor and Indoctrination Programs OPNAVINST 1740.3(series) (Sponsor assigned within 10 days of orders received / Indoctrination completed as soon as possible and practicable but NLT 90 days)
- Command Sponsorship of Dependents at Overseas Duty Stations MILPERSMAN 1300-150 to 1300-210
- Navy Enlisted Warfare Qualification Programs OPNAVINST 1414.9 (series)
- Master Training Specialists (MTS) Program NETCINST 1500.2(series)
- Command Master Chief Program OPNAVINST 1306.2 (series)

### Reenlistments and Extensions:

- Agreement of Enlisted Naval Reservist, and Fleet Reservists Inductees to Remain on Active Duty MILPERSMAN 1160-060
- Extension of Enlistments MILPERSMAN 1160-040
- Overseas Tour Extension Incentives Program (OTEIP) MILPERSMAN 1306-300
- Consecutive Overseas Tours (COT) Leave Travel Entitlement Policy MILPERSMAN 1050-410
- Career WayPoints - Reenlistment MILPERSMAN 1160-140
- Reenlistment Ceremony MILPERSMAN 1160-020
- Leave of Military Personnel MILPERSMAN 1050-040
- Required Counseling Upon Enlistment and Reenlistment MILPERSMAN 1160-031
- Selective Reenlistment Bonus (Use Latest SRB NAVADMIN)
- Selective Training and Reenlistment (STAR) Program MILPERSMAN 1160-100
- Assignment to School as a Reenlistment Incentive MILPERSMAN 1306-1006
- Reserve Enlisted Incentives RESPERSMAN 1100-020 and current ALNAVRESFOR Message
- Reenlistments and Extensions for Sailors in a Drilling Status RESPERSMAN 1160-010
- Satisfactory Participation in the Navy Reserve RESPERSMAN 1001-010

### Fleet Reserve and Retirements:

- Casualties and Survivor Benefits (SBP) MILPERSMAN 1770-010 to 1770-280 OPNAVINST 1750.5(Series)
- Disability Retirement MILPERSMAN 1850-010 to 1850-040
- Fleet Reserve and Retirement MILPERSMAN 1800-010 to 1800-070
- Privately Owned Vehicle (POV) Shipment Entitlement Policy and Household Goods (HHG) Shipment and Storage Entitlement Policy MILPERSMAN 4050-010 to 4050-020
- Permissive Temporary Duty (PTDY) Authorization for Job/House Hunting MILPERSMAN 1320-220
- Transition Assistance Program (TAP) OPNAVINST 1900.2(series) (Initiate a DD-2648E-1 NLT 90 Days Prior to Separation and attend workshop 12 months prior to separation/Fleet Reserve/Retirement date)

### Enlisted Administrative Separations:

- Separation by Reason of Alcohol Rehabilitation Failure MILPERSMAN 1910-152
- Separation by Reason of Misconduct -Drug Abuse MILPERSMAN 1910-146
- Separation by Reason of Convenience of the Government -Early release to further education MILPERSMAN 1910-108
- Administrative Separation (ADSEP) Policy and General Information MILPERSMAN 1910-010 to 1910-812
- Fraudulent Enlistment MILPERSMAN 1910-134
- High Year Tenure (HYT) MILPERSMAN 1160-120
- Misconduct (various reasons) MILPERSMAN 1910-138/140/142
- Department of the Navy (DON) Policy on Parenthood and Pregnancy SECNAVINST 1000.10(series) & MILPERSMAN 1910-124
- Separation by Reason of Convenience of the Government -Personality Disorder MILPERSMAN 1910-122
- Separation by Reason of Physical Fitness Assessment (PA) Failure MILPERSMAN 1910-170
- Separation by Reason of Misconduct - Commission of a Serious Offense MILPERSMAN 1910-142
- Separation by Reason of Unsatisfactory Performance MILPERSMAN 1910-156

## Advancement & Service Schools:

- Advancement Manual for Enlisted Personnel of the U.S. Navy and U.S. Navy Reserve BUPERSINST 1430.16(series)
- Accelerated Advancement of Recruit Training Class "A" School Graduates, and Ceremonial Guard MILPERSMAN 1430-010
- Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series)
- Service Schools MILPERSMAN 1306-600/602/604/608
- Class "A" School & Rating Entry Requirements MILPERSMAN 1306-618
- Retesting with Armed Forces Classification Test (AFCT) version of the Armed Services Vocational Aptitude Battery (ASVAB) MILPERSMAN 1236-010
- Professional Apprenticeship Tracks Program (PACT) NAVADMIN 318/07
- Prior Service Reenlistment Eligibility – Reserve (PRISE-R) MILPERSMAN 1133-061

## Education Advancement & Service Schools:

- Joint Chiefs Professional Military Education (PME) Manual 1805.01
- Voluntary Education (VOLED) for Navy Sailors OPNAVINST 1560.9(series)
- Navy Voluntary Education Program NETCINST 1560.3(series)
- Navy Credentialing Programs OPNAVINST 1540.56
- Administration of the United Services Military Apprenticeship Programs (USMAP) OPNAVINST 1560.10(series)

## Diversity, Equity and Inclusion, and Anti-Extremism:

- Diversity, Equity and Inclusion: <https://diversity.defense.gov>
- DOD Diversity and Inclusion Management Program DODI 1020.05(series)

## Other Quick References:

- Awards Manual (SECNAVINST 1650.1(Series))
- Change in Rating MILPERSMAN 1440-010 to 1440-040
- Department of the Navy Correspondence Manual (SECNAV M-5216.5)
- Navy Alcohol and Drug Abuse Prevention and Control OPNAVINST 5350.4(series)
- Exchange of Duty (SWAPS) MILPERSMAN 1306-700
- First-Term Personnel Assignment Policy MILPERSMAN 1306-126
- Individual Augmentation (IA) Policy and Procedures OPNAVINST 1001.24(series)
- Military Couple and Single Parent Assignment Policy MILPERSMAN 1300-1000
- Military Pay MILPERSMAN 7220-010 to 7220-410
- Navy Performance Evaluation System BUPERSINST 1610.10 (Series)
- Overseas Extensions MILPERSMAN 1300-310
- Physical Readiness Program OPNAVINST 6110.1(series) / MILPERSMAN 6100-6199
- Reassignment for Humanitarian Reasons (HUMS) MILPERSMAN 1300-500
- Standardized Policy and Procedures for the Active Duty for Operational Support (ADOS) Programs OPNAVINST 1001.20 (series)
- Operational Risk Management OPNAVINST 3500.39C
- Personnel Qualification Standards (PQS) Catalog NAVEDTRA 43100-6M
- Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards NAVPERS 18068F Volume 1 & 2